# User manual
# for Energinet.dk online

Guide for shippers
in online booking of capacity, balancing service etc.

ENERGINET.DK

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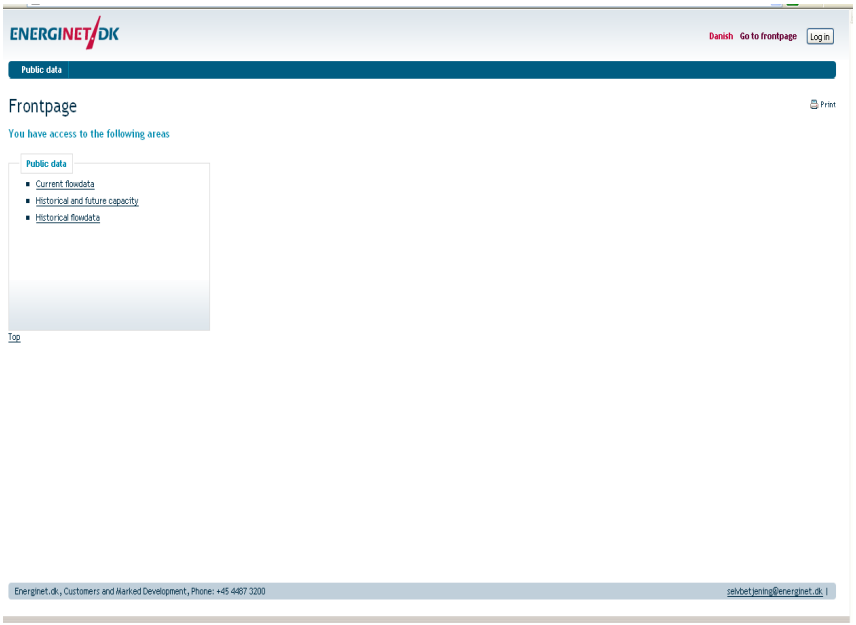
# User manual for Energinet.dk Online
## Private (log in required)

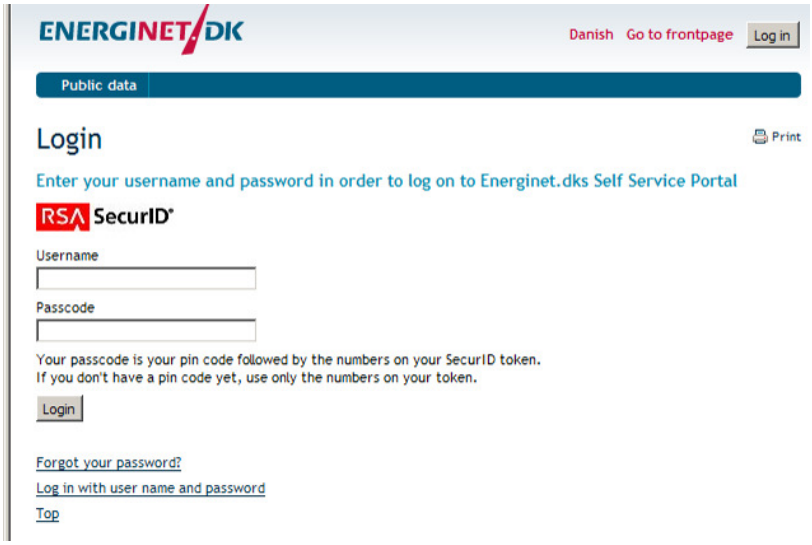
## Log in

http://www.energinet.dk/en/menu/Frontpage.htm
ENERGINET.DK
Online Contact Library Sitemap Subscribe Danish
Search
Market System operation Preparedness & Safety Transmission R & D Environment Planning About us Jobs
The electricity grid just now
Stay updated with the production of electricity in Denmark and the exchange with the neighbouring countries

Log in at the self-service portal via [www.energinet.dk](http://www.energinet.dk) at the top of the page. Click the word 'Online' to and you will be guided to how to access the system.




Once in the portal, you will see this image on the left. Click the Log In button in the top right corner to access the page shown overleaf.

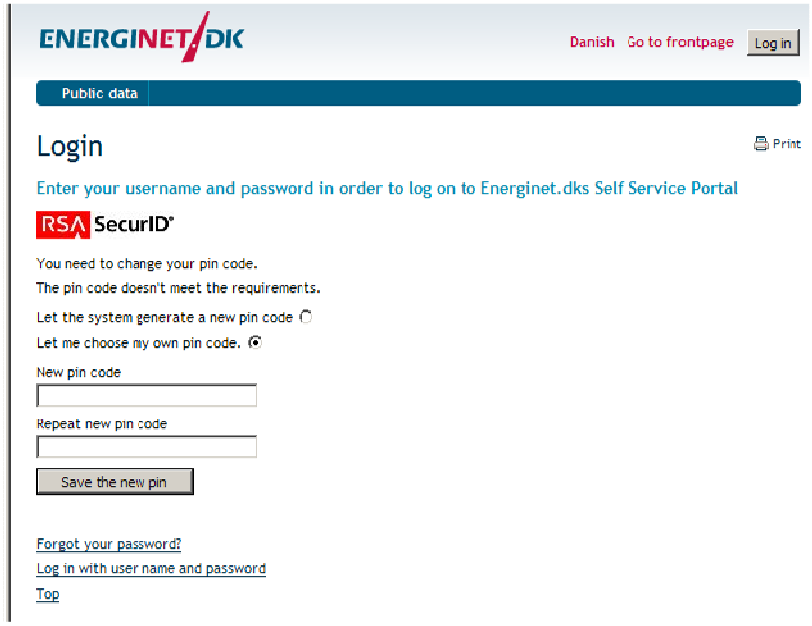

ENERGINET.DK
Danish Go to frontpage Log in
Public data
Login
Print
Enter your username and password in order to log on to Energinet.dks Self Service Portal
RSA SecurID
Username
Passcode
Your passcode is your pin code followed by the numbers on your SecurID token.
If you don't have a pin code yet, use only the numbers on your token.
Login
Forgot your password?
Log in with user name and password
Top

The first time you log in you must choose your own personal pass code.

You do this by writing the assigned user name under 'User name'. Then enter a pass code consisting of the 6-digit number shown on the RSA-token under 'Pass code'.

Now click the 'Log in' button.

This will display the image below.

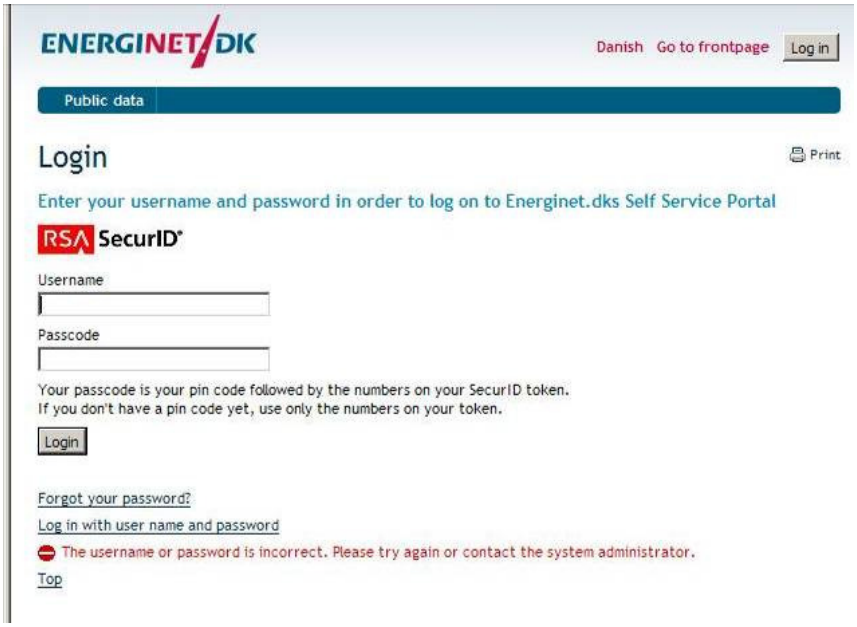

ENERGINET.DK
Danish Go to frontpage Log in
Public data
Login
Print
Enter your username and password in order to log on to Energinet.dks Self Service Portal
RSA SecurID
You need to change your pin code.
The pin code doesn't meet the requirements.
Let the system generate a new pin code
Let me choose my own pin code.
New pin code
Repeat new pin code
Save the new pin
Forgot your password?
Log in with user name and password
Top

Enter your personal pass code, together with the 6-digit code on your RSA-token to log in.

Make sure to mark that you choose your own pin code.

Write your personal pin code under 'New pin code'. The new pin code can be 4-6 digits long. Repeat your chosen pin code.

Click 'Save new pin code'.


ENERGINET.DK
Danish Go to frontpage Log in
Public data
Login
Print
Enter your username and password in order to log on to Energinet.dks Self Service Portal
RSA SecurID
Username
Passcode
Your passcode is your pin code followed by the numbers on your SecurID token.
If you don't have a pin code yet, use only the numbers on your token.
Login
Forgot your password?
Log in with user name and password
The username or password is incorrect. Please try again or contact the system administrator.
Top

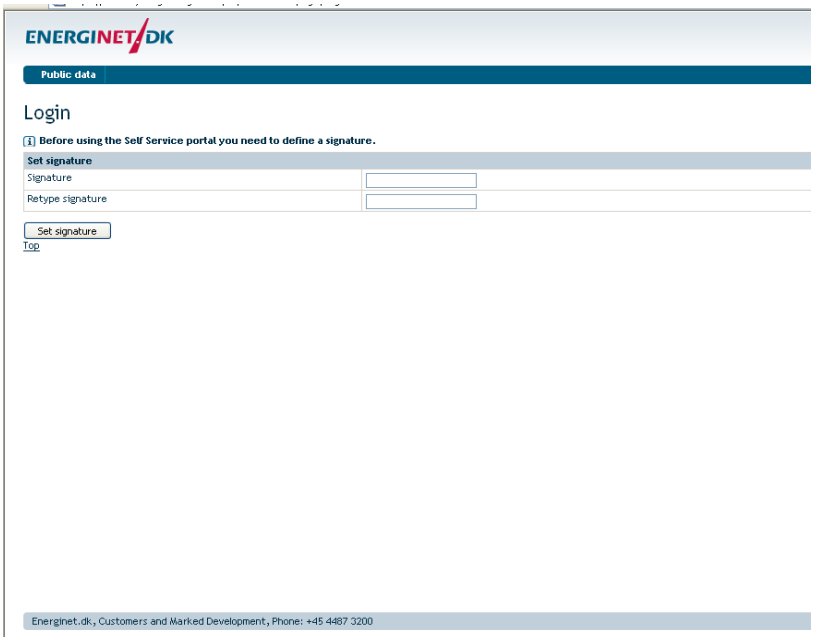
The portal now sends you back to the original log-in picture and a system message informs you that the user name is not correct.

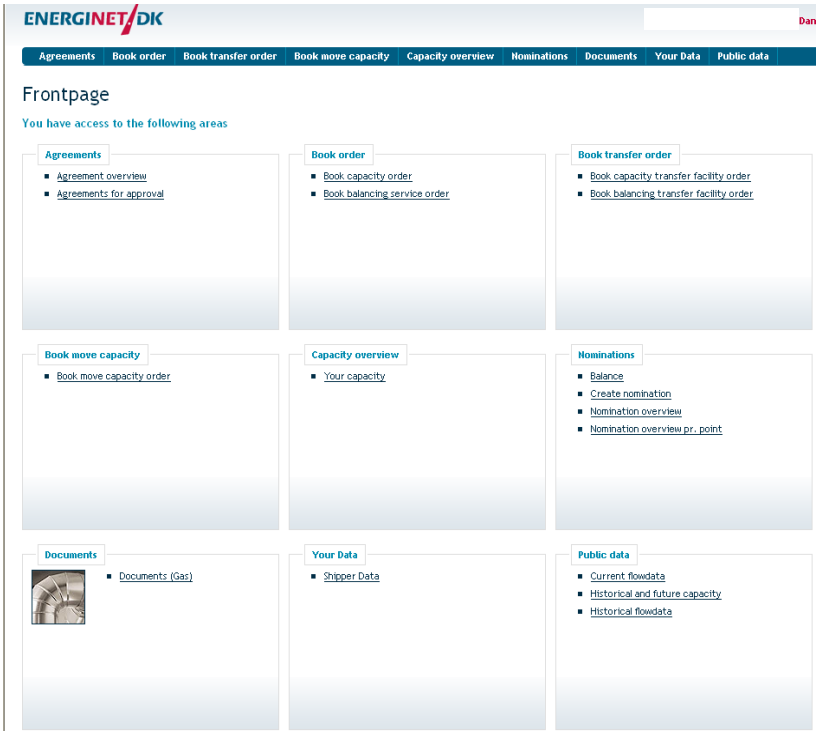
You must now write your assigned user name under 'User name'.

Under pass code, first you must write your own personal pin code followed by the 6 digits shown on your RSA-token.

It is important that you write your personal code and the token code without spaces.

Click 'Log in'.
The first time that you access the portal with your RSA token, you are asked to enter a signature. The system asks you to retype your signature.






After log-in at the portal, the following start image is shown.

There are eight menu items to choose from:

1. Agreement overview
2. Book order
3. Book transfer order
4. Book move capacity
5. Nomination
6. Capacity overview
7. Document
8. Your data
9. Public data

You can select the menu items either from the menus on the site or from the blue menu bar at the top of the page.

For each menu item, there are between one and three menu subitems. The numbering of the items below serves to make it easier for you to find the description relating to the item in this manual:

1. Agreement overview
   1.1 Agreement overview
   1.2 Agreement for approval
2. Book order
   2.1 Capacity order
   2.2 Balancing service order
3. Book transfer
   3.1 Capacity transfer order
   3.2 Balancing service transfer order
4. Book move capacity
   4.1 Book move capacity order
5. Nomination
   5.1 Balance
   5.2 Create nomination
   5.3 Nominations overview
   5.4 Nominations overview pr. point.
6. Capacity overview
   6.1 Your capacity
7. Documents
8. Your data
   8.1 Shipper data
   8.2 Credit usage
9. Public data
   9.1 Current flow data
   9.2 Historical flow data
   9.3 Historical and future capacity

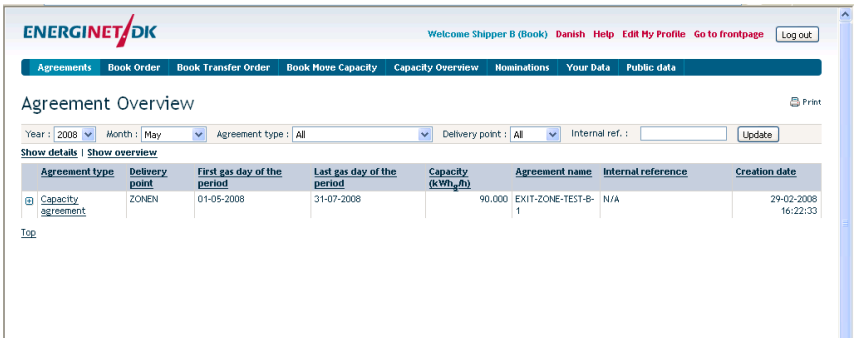
# 1. Agreement overview

Under the menu item 'Agreements overview' you can choose between viewing your existing agreements (**Agreement overview**) or your pending agreements (**Agreements for approval**). Agreements for approval require processing by yourself or one of your counterparts.

## 1.1 Agreement overview

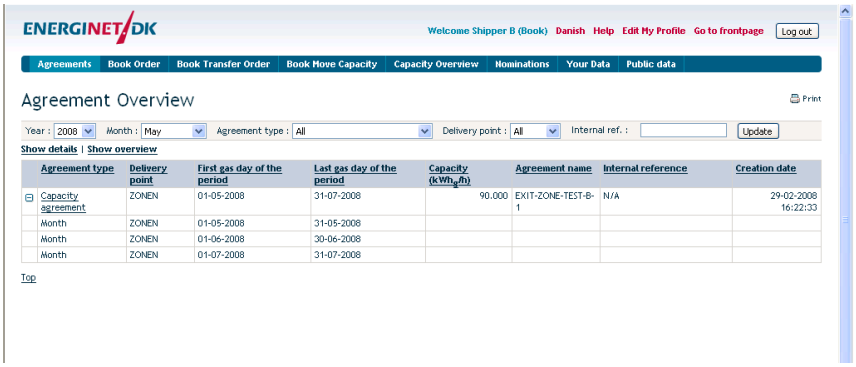
You will find the menu item 'Agreement overview' under the menu item 'Agreement overview' shown in the menu bar as well as in the menu on the page.

Click the menu item once.




You can switch between two display options using 'Show details' (bottom screen image on the left) and 'Show overview' (top screen image on the left).

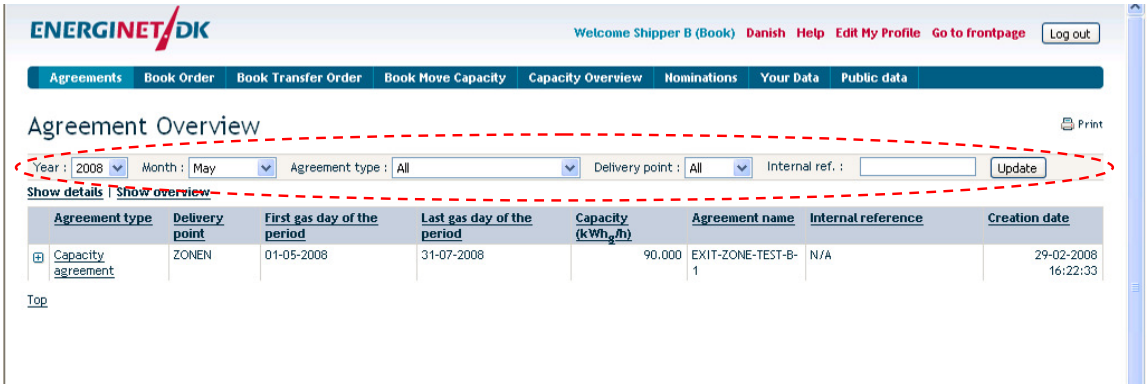
Choosing the overview display option and clicking the plus sign to the left of a line you can view the details relating to the selected agreement.



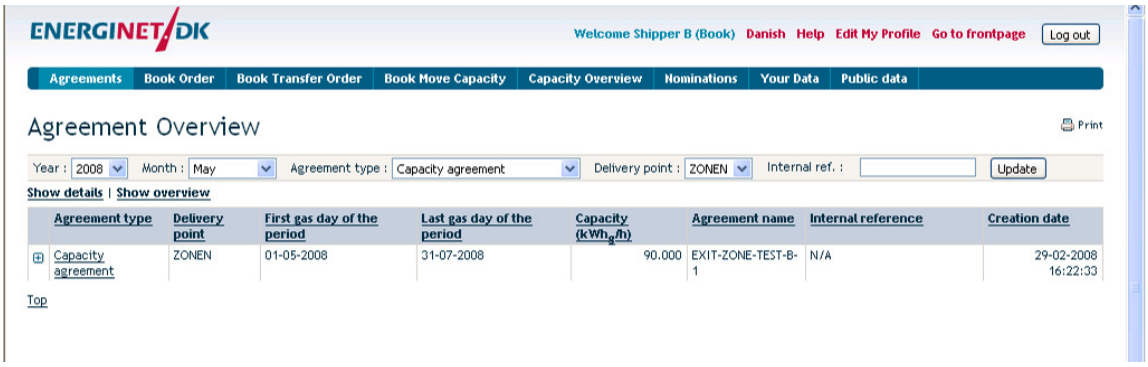

You leave the display of agreement details relating to the selected agreement by clicking the minus sign to the left of the selected line.

To choose the information to be displayed in the 'Agreement overview', select one or more search criteria in the menu just below the heading 'Agreement overview':

- Year (displays all agreements concluded the selected year)
- Month (displays all agreements concluded the selected month)
- Agreement type (displays all agreements of the selected type)
- Point of delivery (displays all agreements relating to the selected point)
- Internal reference (displays all concluded agreements bearing the selected internal reference)


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Agreement Overview
Print
Year : 2008 Month : May Agreement type : All Delivery point : All Internal ref. : Update
Show details | Show overview
Agreement type Delivery point First gas day of the period Last gas day of the period Capacity (kWh/h) Agreement name Internal reference Creation date
Capacity agreement ZONEN 01-05-2008 31-07-2008 90.000 EXIT-ZONE-TEST-B-1 N/A 29-02-2008 16:22:33
Top

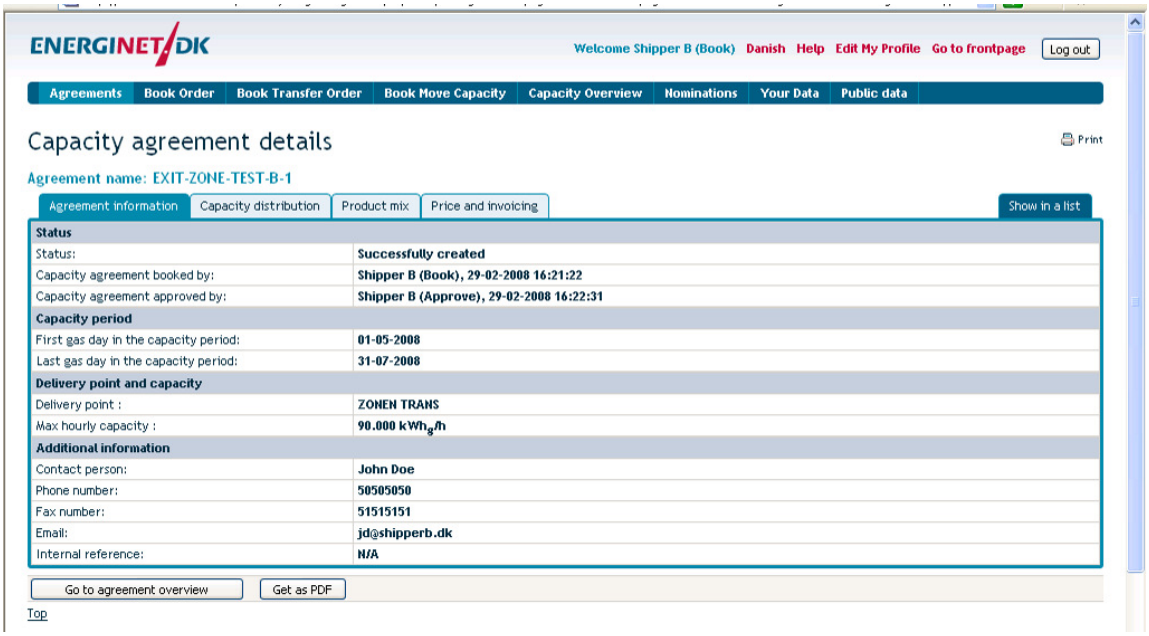
Choose values from the drop-down menus shown next to each of the search criteria except in the case of the search criteria 'Internal reference' for which the preferred search value must be entered. Click 'Refresh' to display only the types of agreement selected by use of the search criteria. See example below. You can save the selected search criteria for reuse.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Agreement Overview
Print
Year : 2008 Month : May Agreement type : Capacity agreement Delivery point : ZONEN Internal ref. : Update
Show details | Show overview
Agreement type Delivery point First gas day of the period Last gas day of the period Capacity (kWh/h) Agreement name Internal reference Creation date
Capacity agreement ZONEN 01-05-2008 31-07-2008 90.000 EXIT-ZONE-TEST-B-1 N/A 29-02-2008 16:22:33
Top

To see the entire overview, deselect the search criteria by choosing the search criteria 'All' for all parameters except the internal reference, for which the field must be left empty.

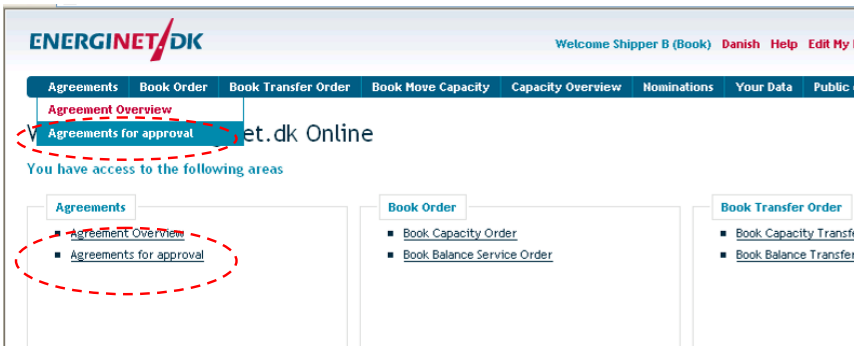
The agreements overview display can be sorted by each of the columns (one at a time). Click the column heading 'Agreement type' once to sort from A to Å and click again to sort from Å to A. The columns 'Agreement type', 'Delivery point', 'Agreement name' and 'Internal reference' are sorted alphabetically whereas the columns 'First gas day of the period', 'Last gas day of the period' and 'Created on' are sorted chronologically. The column 'Capacity' is sorted by size.

A link takes you from 'Agreement overview' to the actual agreement display. The link is the underscored 'Agreement type' in the line showing the agreement. Click the link once to see the agreement details. This corresponds to the display of the agreement on its creation, see section 2.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity agreement details
Print
Agreement name: EXIT-ZONE-TEST-B-1
Agreement information Capacity distribution Product mix Price and invoicing
Show in a list
Status
Status: Successfully created
Capacity agreement booked by: Shipper B (Book), 29-02-2008 16:21:22
Capacity agreement approved by: Shipper B (Approve), 29-02-2008 16:22:31
Capacity period
First gas day in the capacity period: 01-05-2008
Last gas day in the capacity period: 31-07-2008
Delivery point and capacity
Delivery point : ZONEN TRANS
Max hourly capacity : 90.000 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Go to agreement overview
Get as PDF
Top

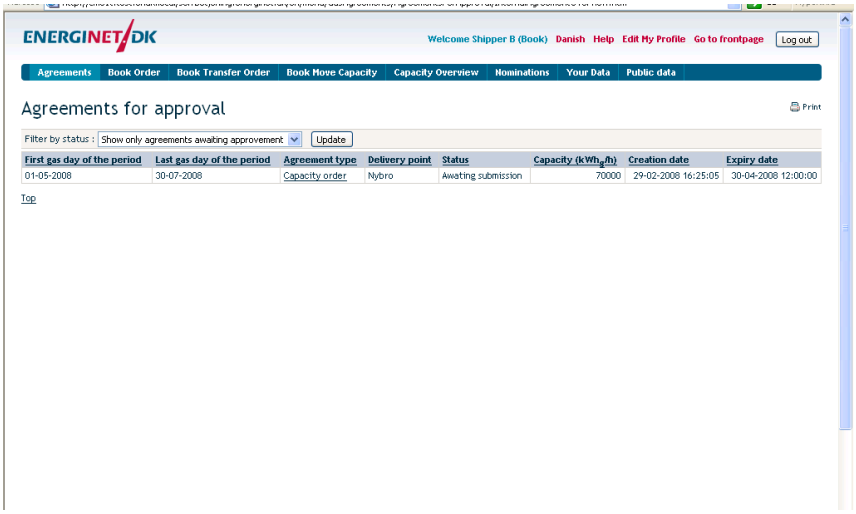
You can always return to 'Agreement overview' by using the button 'To agreement overview' at the bottom of the screen.

## 1.2 Agreements for approval



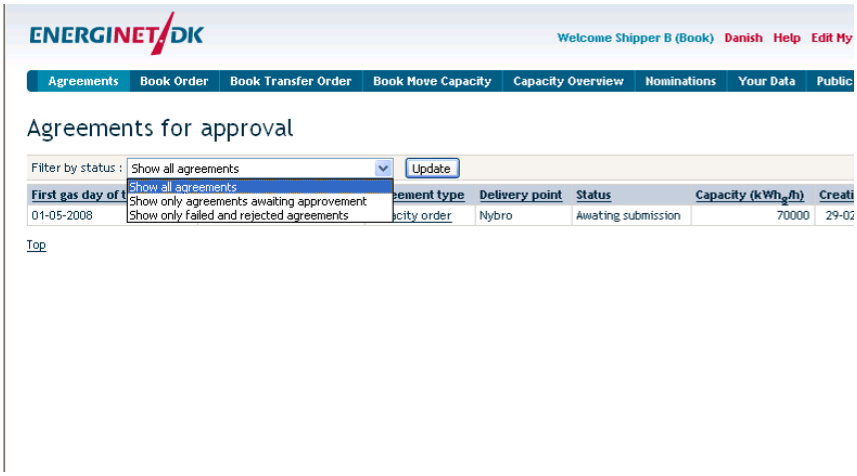

You will find the menu item 'Agreements for approval' under the menu item 'Agreement overview' shown in the menu bar as well as in the menu on the page.

Click the menu item once.




'Agreements for approval' show agreements not fully processed, eg agreements awaiting your approval or that of your counterpart or agreements not processed correctly and consequently pending further processing.

This feature is very similar to the 'Agreement overview' described in section 1.1.




Similarly, you can sort by column headings.

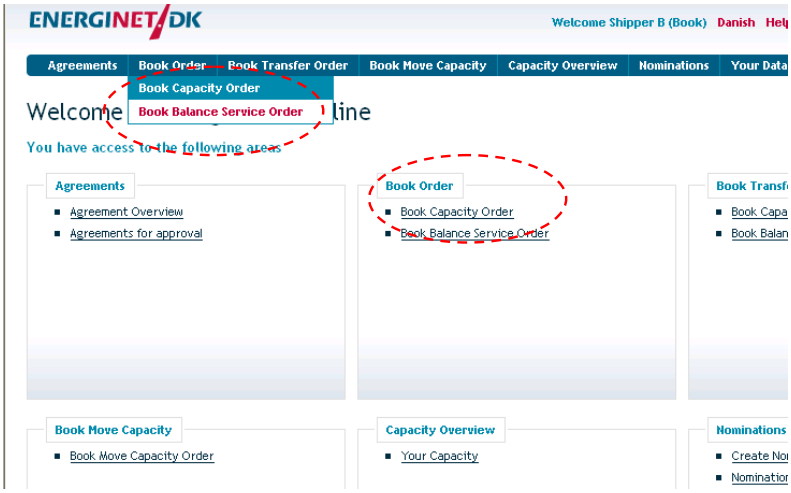
The options are:

- Show only agreements (displays all pending agreements).
- Show all agreements awaiting approval.
- Show only failed and rejected agreements.

To resume the processing of an agreement, click the underscored text in the agreement type column. Now you can view the agreement details and resume the processing.

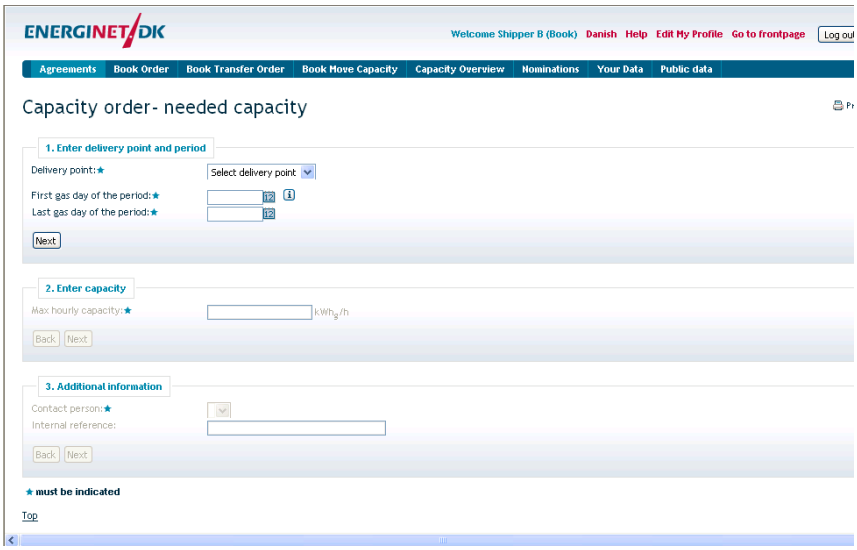
# 2. Book order

## 2.1 Capacity order



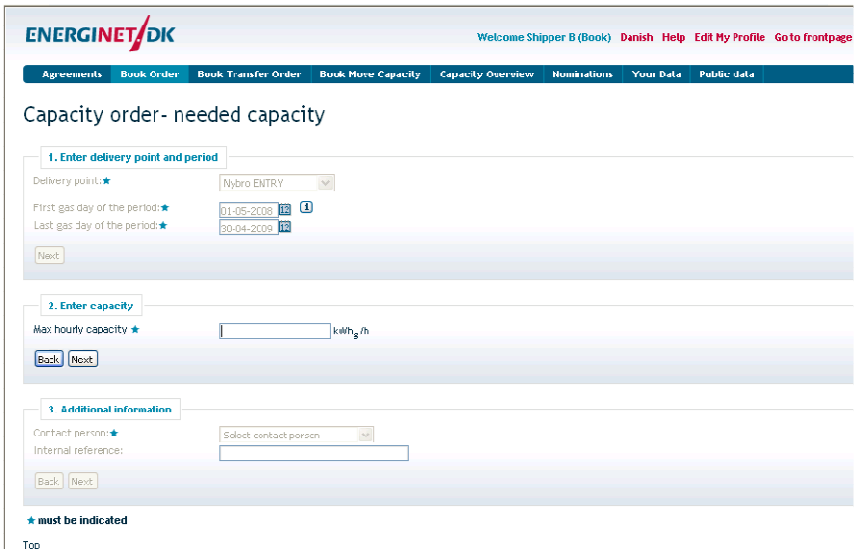

You will find the menu item 'Capacity order' under the menu item 'Book order' shown in the menu bar as well as in the menu on the page.

Click the menu item once.



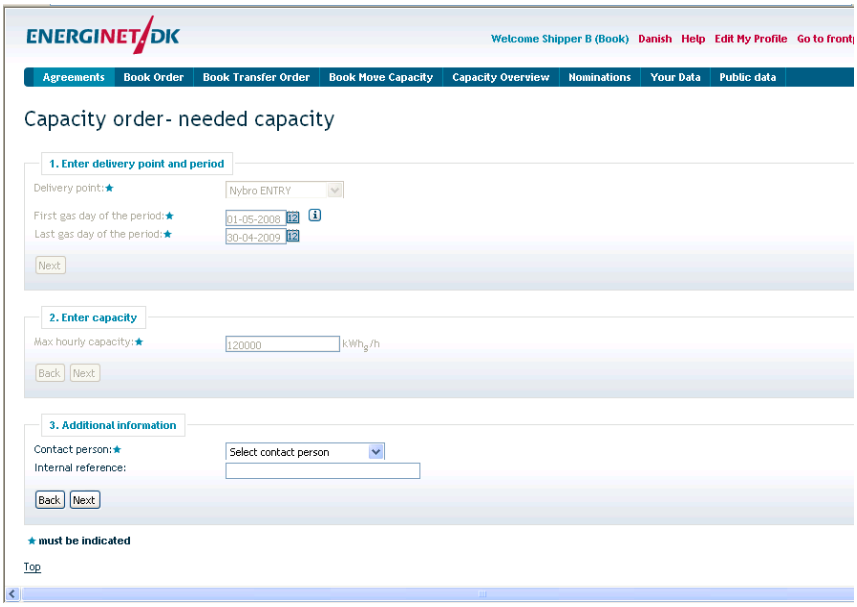

The following screen image will be displayed. Data is to be entered into the three sections. Data entered by you in section 1 must be checked by the system before data can be entered into section 2 etc.

Select the appropriate delivery point in the drop-down menu. Enter the appropriate agreement period's first and last gas days in the next two sections. Then click 'Next'.



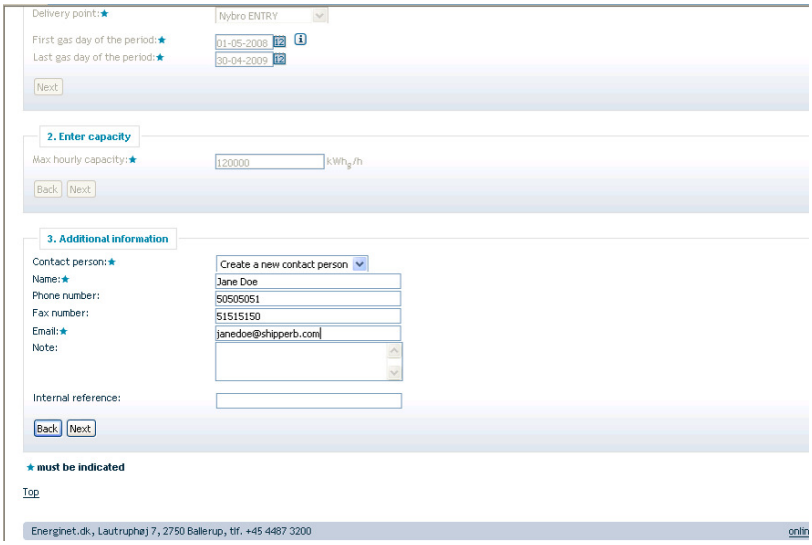

The system checks the entered values (in the example, without detc-ting errors) and entry of further data into section 1 is no longer possible. To change data in section 1 later on, click ' Back', which will bring you back one step.

Section 2 is ready for entry of the appropriate maximum hourly quan-tity. Enter the capacity value applying to the agreement (maximum hourly quantity) and click 'Next'.




The system checks the entered values (in the example, without de-tecting errors) and en-try of further data into section 2 is no longer possible. To change data in section 2 later on, click ' Back', which will bring you back one step.

Entry of data into sec-tion '3. Further infor-mation' is now possible. Choose either an exist-ing agreement person from the drop-down menu or create a new contact person by se-lecting 'Create contact person' from the select menu.




To create a new contact person, indicate the following: 'Name' and 'email address'.

Further information may be entered, eg 'phone no.', 'fax no.', 'note' and 'internal reference'.

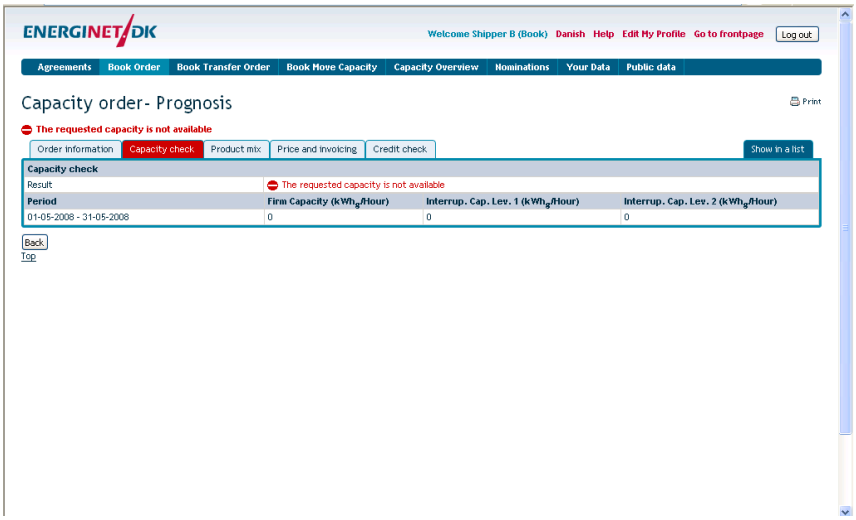
Click 'Next'. The system now checks the agreement inquiry.

The system automatically checks the capacity agreement in two respects, ie

1. whether the relevant capacity is available at the given point of delivery at the given point in time.
2. whether your credit limit is sufficient to cover the agreement sum.

The three scenarios following the validation of a agreement are described below:

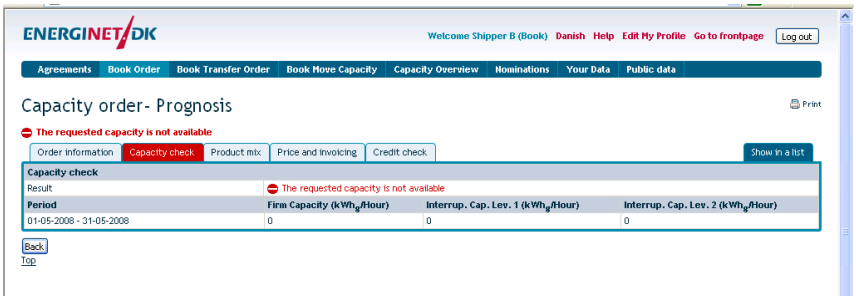
A. Requested capacity not available.
B. Credit limit insufficient.
C. Forecast approved.




Re A.
The system indicates that 'Requested capacity is not available'.

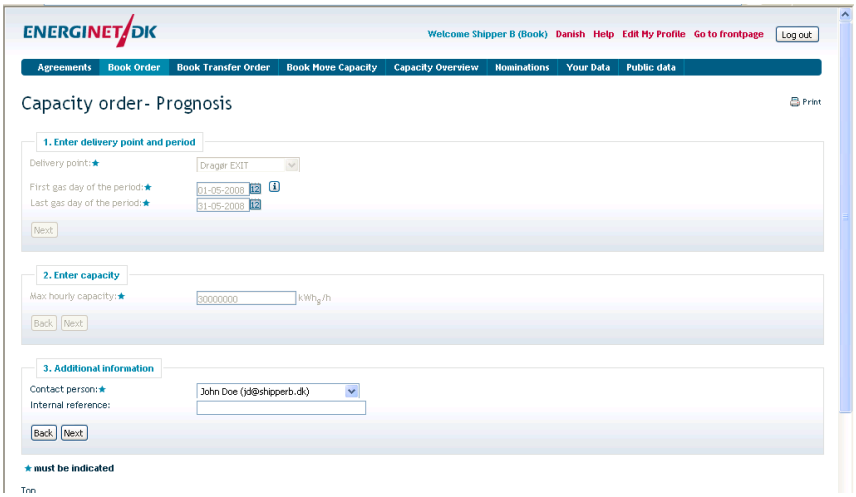
The capacity inquiry had this result because the requested quantity is not available at the given point. The tab 'Capacity check' is now red. Click the tab for further information.

Click 'Edit' to change the inquiry.

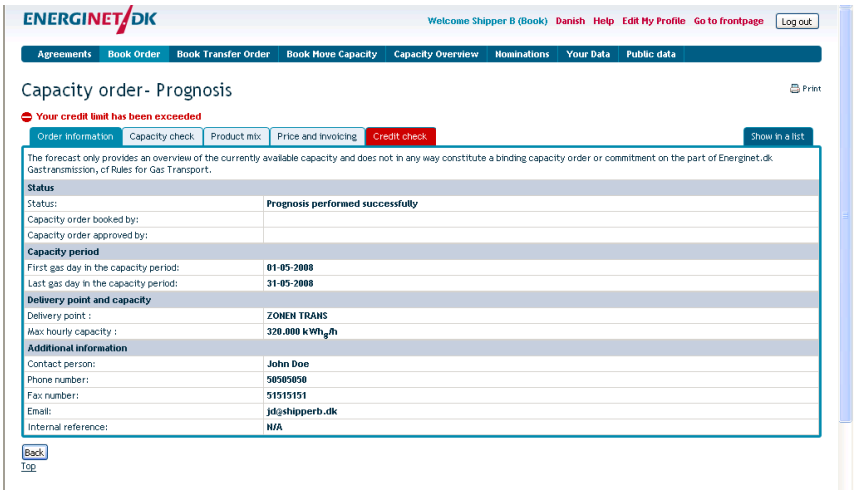

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity order- Prognosis
Print
The requested capacity is not available
Order information Capacity check Product mix Price and invoicing Credit check
Show in a list
Capacity check
Result
The requested capacity is not available
Period
Firm Capacity (kWh/Hour)
Interrup. Cap. Lev. 1 (kWh/Hour)
Interrup. Cap. Lev. 2 (kWh/Hour)
01-05-2008 - 31-05-2008
0
0
0
Back
Top

The same message is shown on the tab 'Capacity check'.

Click 'Edit' to change the inquiry.



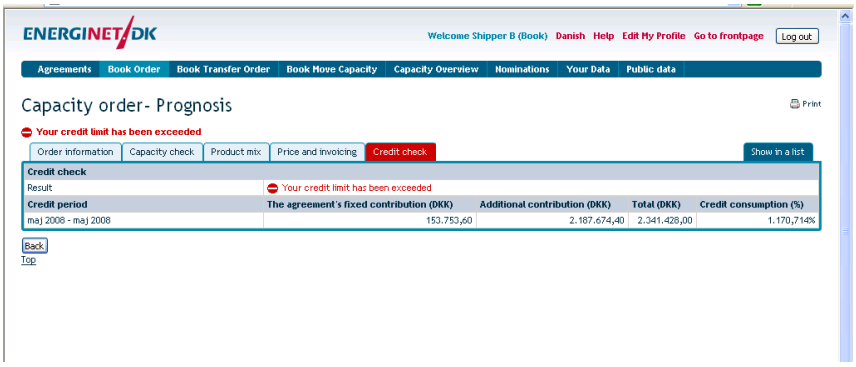

'Back' brings you back to the following screen image.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity order- Prognosis
Print
Your credit limit has been exceeded
Order information Capacity check Product mix Price and invoicing Credit check
Show in a list
The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Prognosis performed successfully
Capacity order booked by:
Capacity order approved by:
Capacity period
First gas day in the capacity period: 01-05-2008
Last gas day in the capacity period: 31-05-2008
Delivery point and capacity
Delivery point : ZONEN TRANS
Max hourly capacity : 320.000 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Back
Top

Re B
The system indicates that 'Your credit limit has been exceeded'.

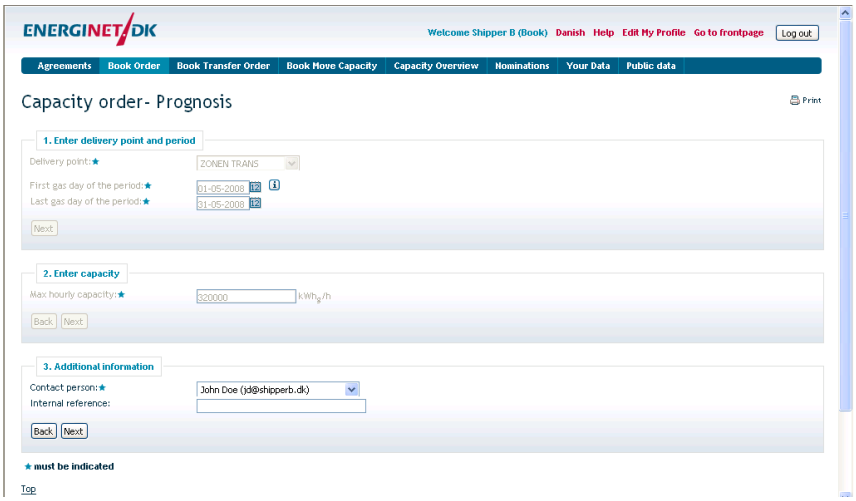
The capacity inquiry has this result if your credit limit for the requested quantity plus existing agreements, if any, is not sufficient. The tab 'Credit check' is now red. Click the tab for further information.

Click 'Back' to change the inquiry.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity order- Prognosis
Print
Your credit limit has been exceeded
Order information Capacity check Product mix Price and invoicing Credit check
Show in a list
Credit check
Result
Your credit limit has been exceeded
Credit period
The agreement's fixed contribution (DKK)
Additional contribution (DKK)
Total (DKK)
Credit consumption (%)
maj 2008 - maj 2008
153.753,60
2.187.674,40
2.341.428,00
1.170,714%
Back
Top

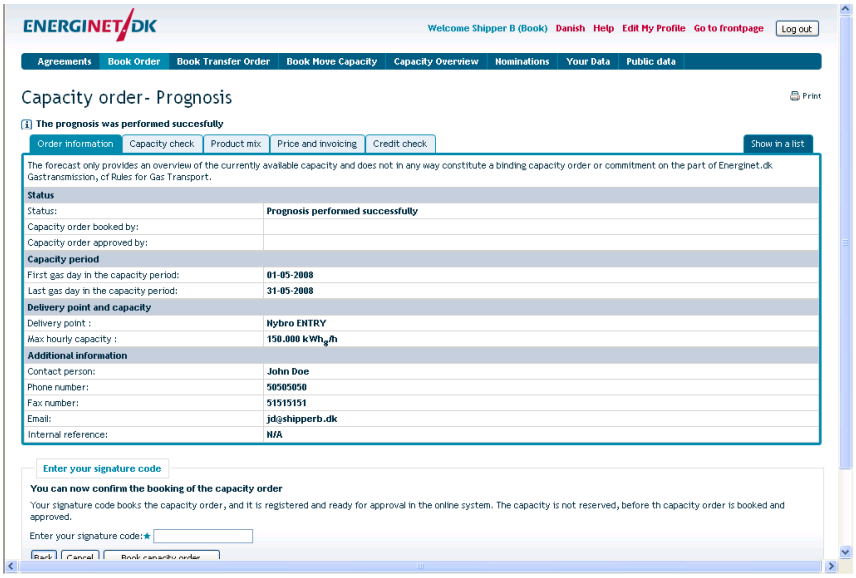
The same message is shown on the tab 'Credit check'.

Click 'Edit' to change the inquiry.




'Back' brings you back to the following screen image.

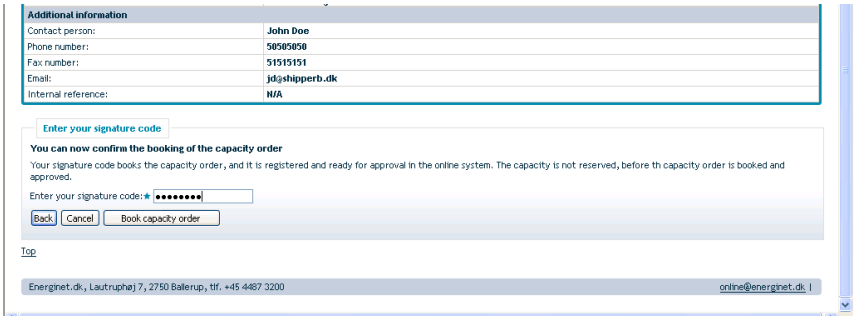
You can edit all previously entered values by using the 'Back' buttons.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity order- Prognosis
Print
The prognosis was performed succesfully
Order information Capacity check Product mix Price and invoicing Credit check
Show in a list
The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status:
Prognosis performed successfully
Capacity order booked by:
Capacity order approved by:
Capacity period
First gas day in the capacity period:
01-05-2008
Last gas day in the capacity period:
31-05-2008
Delivery point and capacity
Delivery point :
Nybro ENTRY
Max hourly capacity :
150.000 kWh/h
Additional information
Contact person:
John Doe
Phone number:
50505050
Fax number:
51515151
Email:
jd@shipperb.dk
Internal reference:
N/A
Enter your signature code
You can now confirm the booking of the capacity order
Your signature code books the capacity order, and it is registered and ready for approval in the online system. The capacity is not reserved, before th capacity order is booked and approved.
Enter your signature code:
Back Cancel Book capacity order

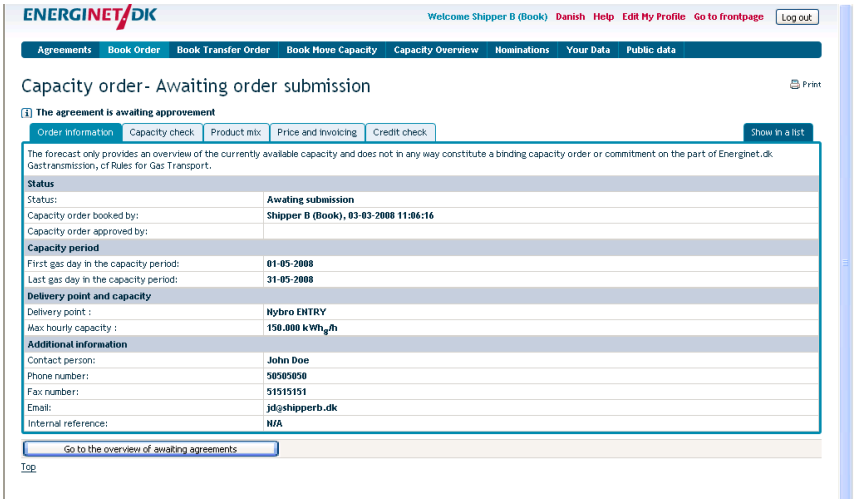
Re C
The prognosis returns with the reply that the prognosis was performed successfully.

This means that the requested capacity is available and that you have sufficient credit limit to make the agreement.

You can edit the order by using the 'Back' button.

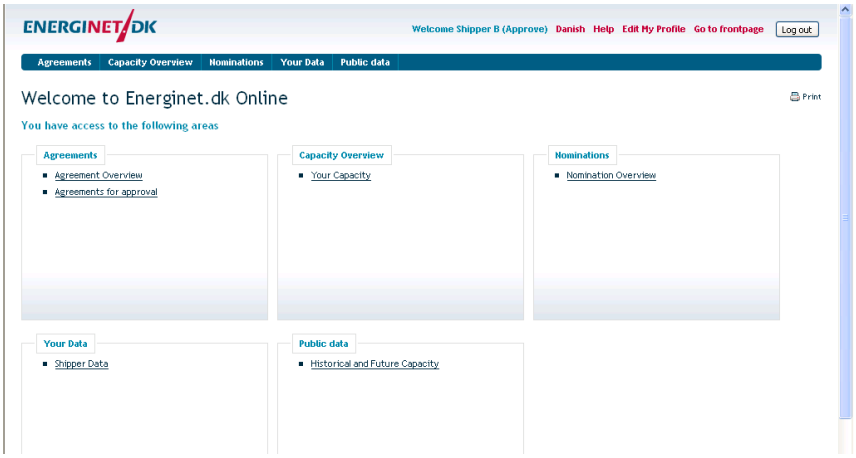

Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Enter your signature code
You can now confirm the booking of the capacity order
Your signature code books the capacity order, and it is registered and ready for approval in the online system. The capacity is not reserved, before th capacity order is booked and approved.
Enter your signature code:
Back
Cancel
Book capacity order
Top
Energinet.dk, Lautruphøj 7, 2750 Ballerup, tlf. +45 4487 3200
online@energinet.dk

You can now continue the booking by signing with your signature code and pressing the key 'Book capacity order'.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Capacity order- Awaiting order submission
Print
The agreement is awaiting approvement
Order information Capacity check Product mix Price and invoicing Credit check
Show in a list
The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Awating submission
Capacity order booked by: Shipper B (Book), 03-03-2008 11:06:16
Capacity order approved by:
Capacity period
First gas day in the capacity period: 01-05-2008
Last gas day in the capacity period: 31-05-2008
Delivery point and capacity
Delivery point : Nybro ENTRY
Max hourly capacity : 150.000 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Go to the overview of awaiting agreements
Top

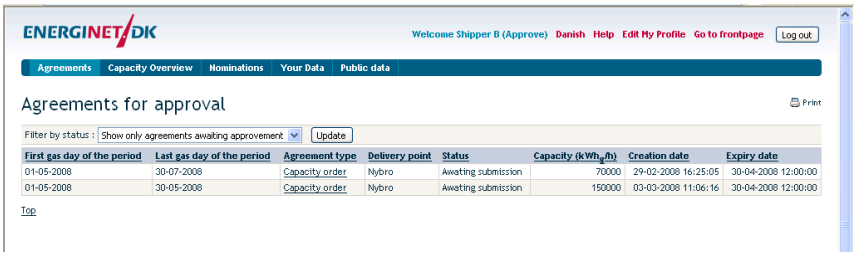
The capacity order is now awaiting approval from a user with approving rights (here Shipper A (Approve)).

This user must now log in to the portal. The awaiting order is to be found in the agreement overview 'Agreements for approval'




A user with only approval rights will see the screen as shown to the left.

Select the menu item 'Agreements for approval' under 'Agreements'.


ENERGINET.DK
Welcome Shipper B (Approve) Danish Help Edit My Profile Go to frontpage Log out
Agreements Capacity Overview Nominations Your Data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement
Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-05-2008 | 30-07-2008 | Capacity order | Nybro | Awating submission | 70000 | 29-02-2008 16:25:05 | 30-04-2008 12:00:00
01-05-2008 | 30-05-2008 | Capacity order | Nybro | Awating submission | 150000 | 03-03-2008 11:06:16 | 30-04-2008 12:00:00
Top

Choose the order in question by pressing 'Capacity order'.

Capacity order - Awaiting order submission
Order information
Capacity check
Product mix
Price and invoicing
Credit check
Show in a list
The forecast only provides an overview of the currently available capacity and does not in any way constitute a binding capacity order or commitment on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Awaiting submission
Capacity order booked by: Shipper B (Book), 03-03-2008 11:06:16
Capacity order approved by:
Capacity period
First gas day in the capacity period: 01-05-2008
Last gas day in the capacity period: 31-05-2008
Delivery point and capacity
Delivery point : Nybro ENTRY
Max hourly capacity : 150.000 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Accept conditions
This capacity order is placed in accordance with Rules for Gas Transport
Click here to read Rules for Gas Transport
I have read and understood Rules for Gas Transport
Reject order
Next
Cancel

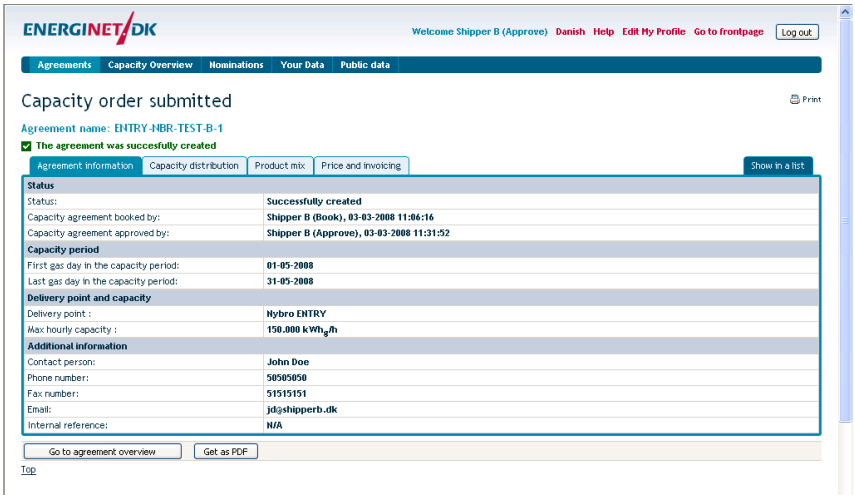
Mark the field 'I have read and understood Rules for Gas Transport'.

The agreement may now be rejected or approved by pressing 'Next'

I have read and understood Rules for Gas Transport
Reject order
Next
Cancel
Enter your signature code
You can now register the capacity agreement
Your signature code places your capacity order in the online system. The capacity will be reserved, if available.
Enter your signature code:
Back
Register the capacity order
Top

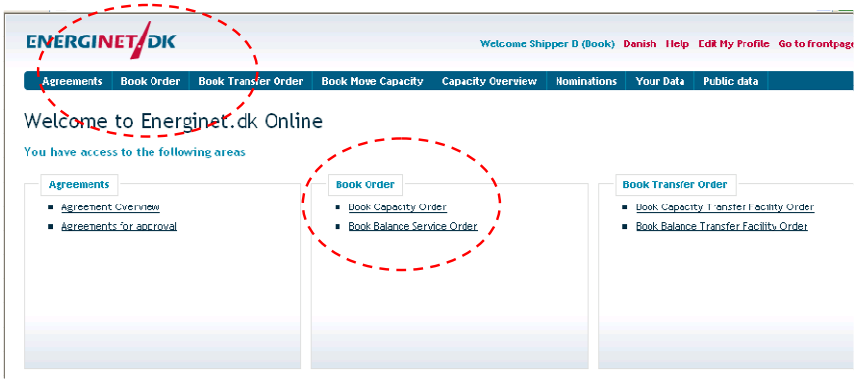
Write your signature code and press 'Register the capacity order'.

Now the order is finally placed.



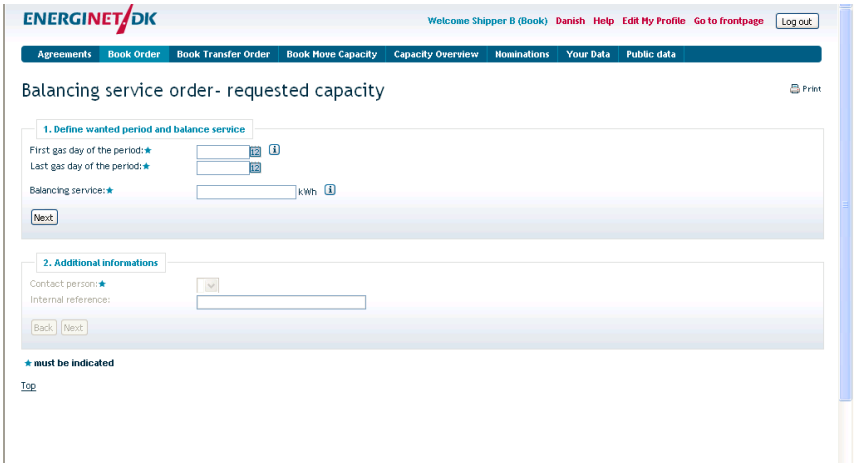

The agreement is now approved successfully and you will see it in the agreement overview.

## 2.2 Balanceserviceordre


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Welcome to Energinet.dk Online
You have access to the following areas
Agreements
Agreement Overview
Agreements for approval
Book Order
Book Capacity Order
Book Balance Service Order
Book Transfer Order
Book Capacity Transfer Facility Order
Book Balance Transfer Facility Order

You will find the menu item 'Book balancing service order' under the menu item 'Book order' shown in the menu bar as well as in the menu on the page.

Click the menu item once.

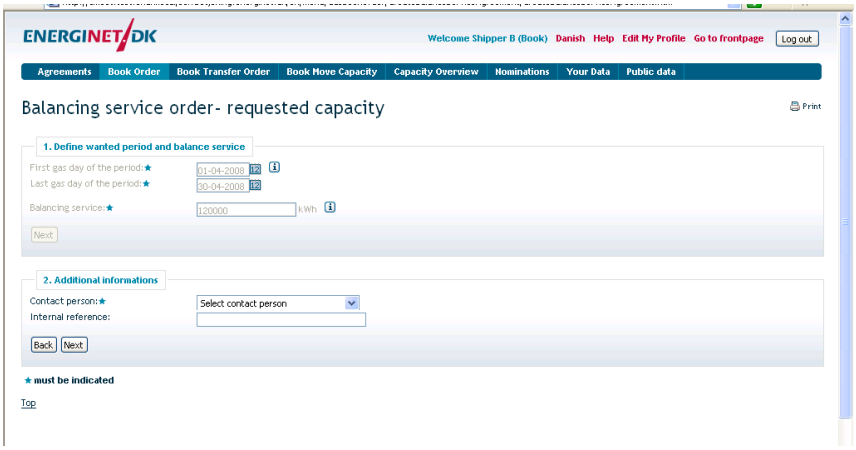

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- requested capacity
Print
1. Define wanted period and balance service
First gas day of the period:★
Last gas day of the period:★
Balancing service:★
kWh
Next
2. Additional informations
Contact person:★
Internal reference:
Back Next
★ must be indicated
Top

The following screen image is displayed. Data is to be entered into the two sections. Data entered into section 1 must be validated before data can be entered into section 2.

Enter the requested agreement period's first and last gas days in the two sections. Only full calendar months are accepted.

Now enter the appropriate value for the balancing service order in kWh.

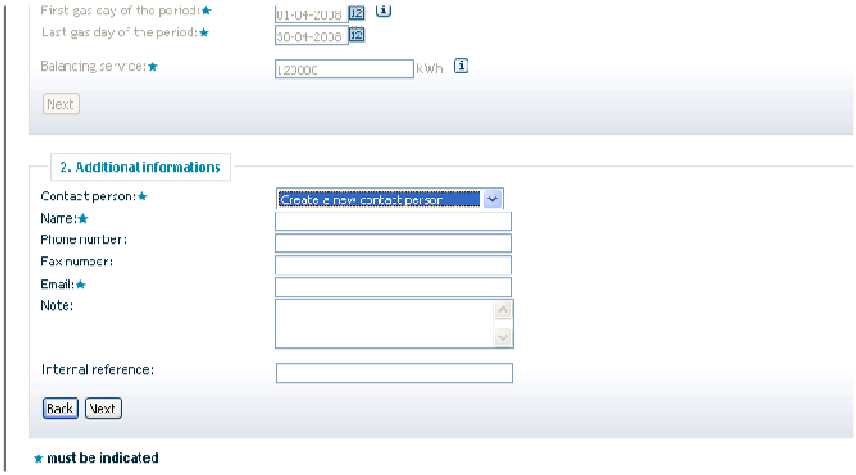
Click 'Next'.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- requested capacity
Print
1. Define wanted period and balance service
First gas day of the period:★ 01-04-2008
Last gas day of the period:★ 30-04-2008
Balancing service:★ 120000 kWh
Next
2. Additional informations
Contact person:★ Select contact person
Internal reference:
Back Next
★ must be indicated
Top

The system checks the entered values (in the example, without detecting errors) and entry of further data into section 1 is no longer possible. To change data in section 1 later on, click ' Back', which will bring you back one step.

The section '2. Additional information' is

ready for entry of data. Choose either an existing contact person from the drop-down menu or create a new contact person by selecting 'Create new contact person' from the drop-down menu.




To create a new contact person, indicate the following: 'Name' and 'Email'.

You may also enter 'Phone number', 'Fax number', 'Note' and 'Internal reference'.

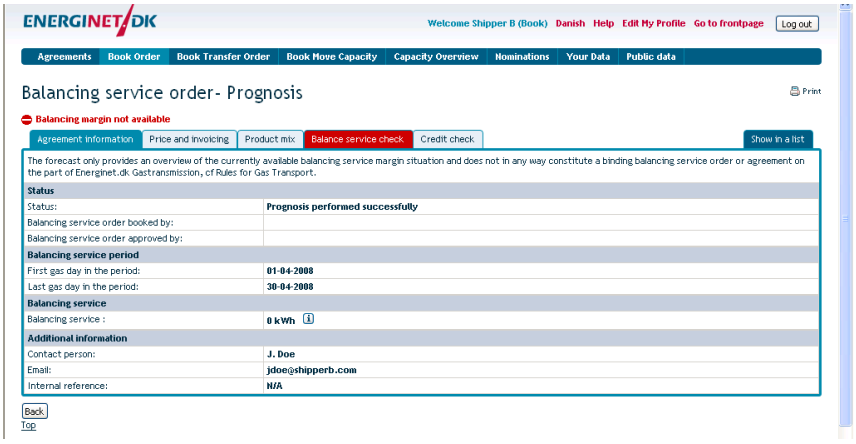
Click 'Next'. The system now checks the agreement inquiry.

The system automatically checks two sets of information in relation to the balancing service order inquiry intwo respects, ie

1. whether the requested quantity added to the existing balancing service is equal to or lower than the maximum balance margin allowed.
2. whether your credit limit is sufficient to cover the agreement.

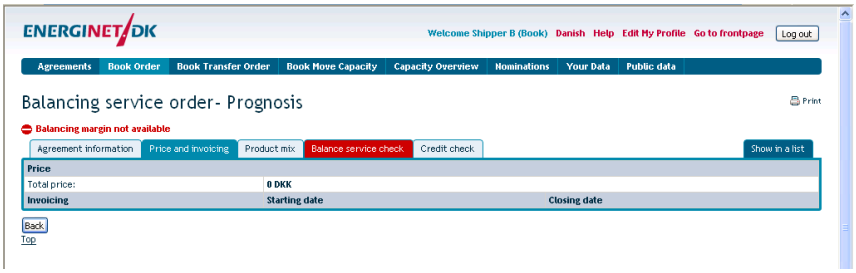
The three scenarios following the system validation of a agreement are described below:

A. Balance margin not available.
B. Credit limit insufficient.
C. Forecast approved.

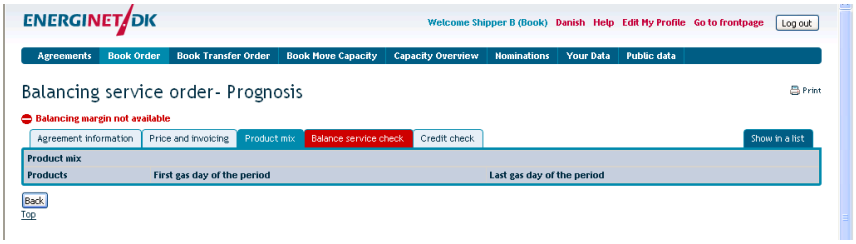

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Balancing margin not available
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Prognosis performed successfully
Balancing service order booked by:
Balancing service order approved by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Balancing service
Balancing service : 0 kWh
Additional information
Contact person: J. Doe
Email: jdoe@shipperb.com
Internal reference: N/A
Back
Top

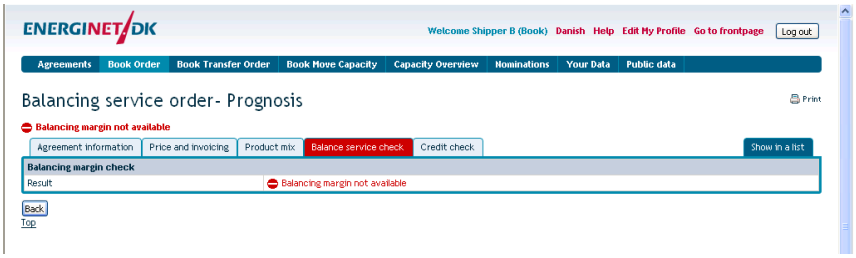
Re A.

The result of the inquiry is that the requested balancing service quantity cannot be booked because - if added to other balancing service quantities - it exceeds the maximum balance margin allowed, see Rules for Gas Transport.

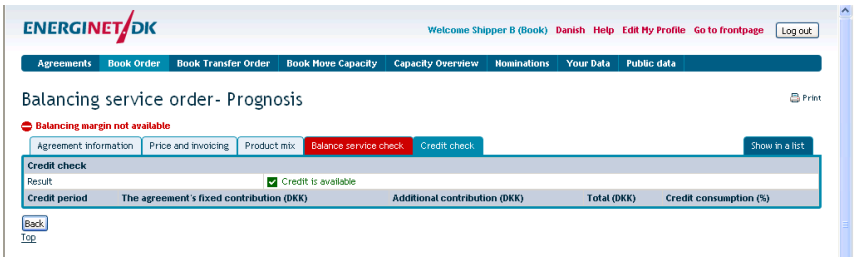

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Balancing margin not available
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
Price
Total price: 0 DKK
Invoicing Starting date Closing date
Back
Top

To view further details regarding the result of the inquiry, click the individual tabs. The price and invoicing (obviously) represent DKK 0 as the order cannot be effected.

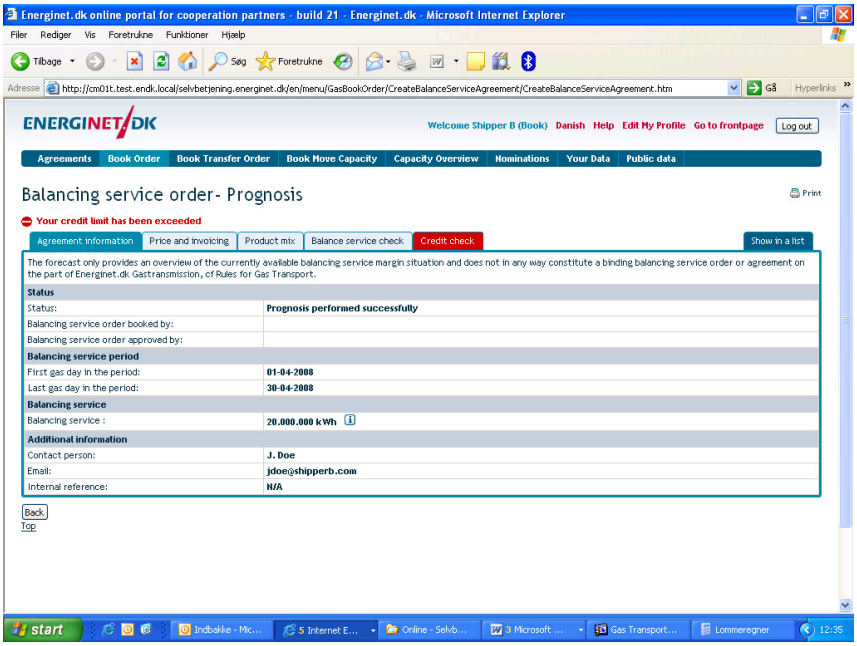

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Balancing margin not available
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
Product mix
Products First gas day of the period Last gas day of the period
Back
Top


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Balancing margin not available
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
Balancing margin check
Result Balancing margin not available
Back
Top

The tab 'Balancing service check' is now red to indicate that this check caused the inquiry to be rejected..


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Balancing margin not available
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
Credit check
Result Credit is available
Credit period The agreement's fixed contribution (DKK) Additional contribution (DKK) Total (DKK) Credit consumption (%)
Back
Top

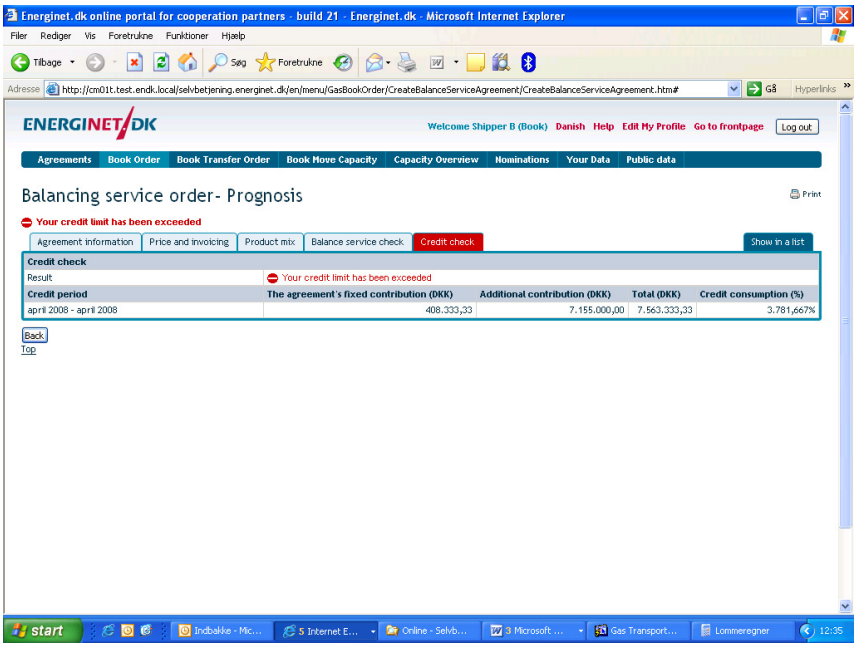
The tab 'Credit check' shows that the credit limit would have been sufficient to cover the agreement if the balance margin had been available.


Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer
ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Your credit limit has been exceeded
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Prognosis performed successfully
Balancing service order booked by:
Balancing service order approved by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Balancing service
Balancing service : 20.000.000 kWh
Additional information
Contact person: J. Doe
Email: jdoe@shipperb.com
Internal reference: N/A
Back
Top

Ad B
The system informs that 'Your credit limit has been exceeded'.

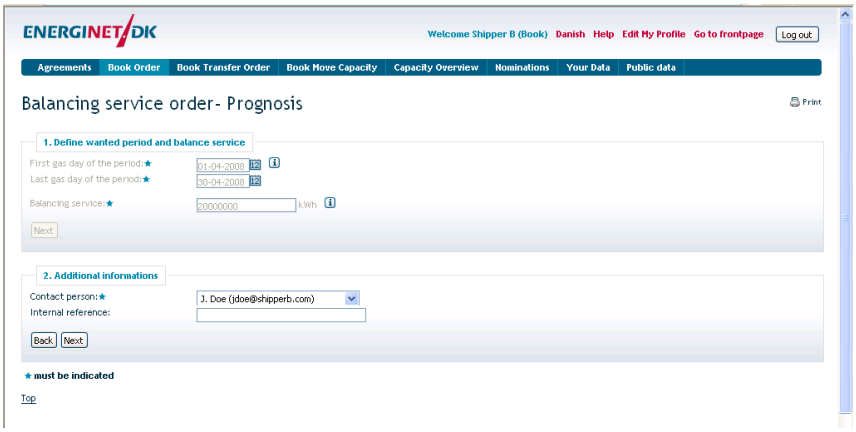
The capacity request gives this result if you sufficient credit limit to cover the requested capacity and other existing agreements in total. The tab 'Credit check' is now read. Click the tab for further information.

You can change the inquiry by pressing 'Back'.


Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer
ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
Your credit limit has been exceeded
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
Credit check
Result Your credit limit has been exceeded
Credit period | The agreement's fixed contribution (DKK) | Additional contribution (DKK) | Total (DKK) | Credit consumption (%)
april 2008 - april 2008 | 408.333,33 | 7.155.000,00 | 7.563.333,33 | 3.781,667%
Back
Top

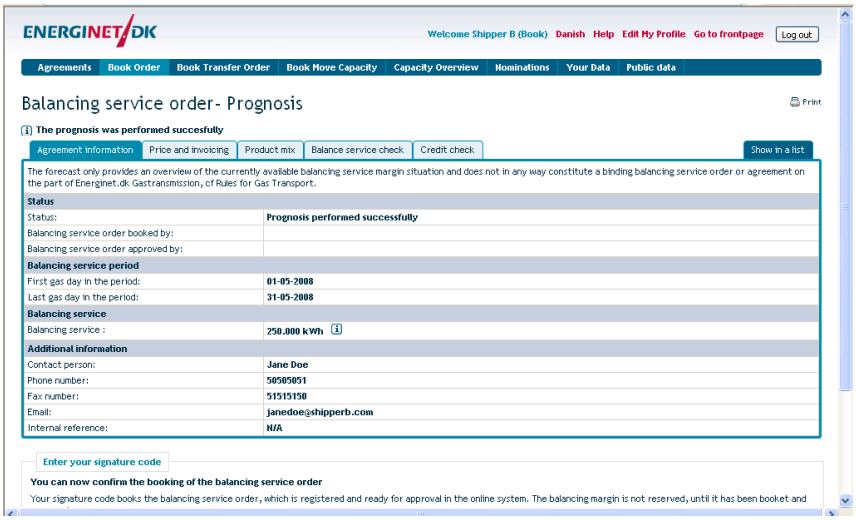
The system shows same message on the tab 'Credit check'.

You can edit the order by using the 'Back' button


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
1. Define wanted period and balance service
First gas day of the period:★ 01-04-2008
Last gas day of the period:★ 30-04-2008
Balancing service:★ 20000000 kWh
Next
2. Additional informations
Contact person:★ J. Doe (jdoe@shipperb.com)
Internal reference:
Back Next
★ must be indicated
Top

The 'Back' button brings you back to this screen image.

You can edit all previously entered values by using the 'Back' buttons.

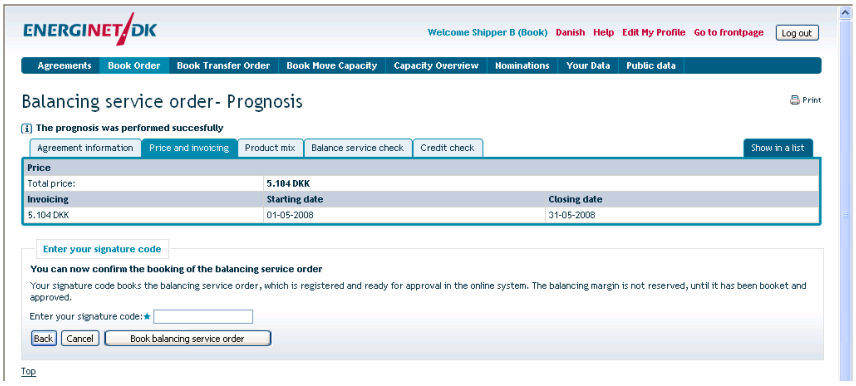

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
The prognosis was performed succesfully
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Prognosis performed successfully
Balancing service order booked by:
Balancing service order approved by:
Balancing service period
First gas day in the period: 01-05-2008
Last gas day in the period: 31-05-2008
Balancing service
Balancing service : 250.000 kWh
Additional information
Contact person: Jane Doe
Phone number: 50505051
Fax number: 51515150
Email: janedoe@shipperb.com
Internal reference: N/A
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and

Re C

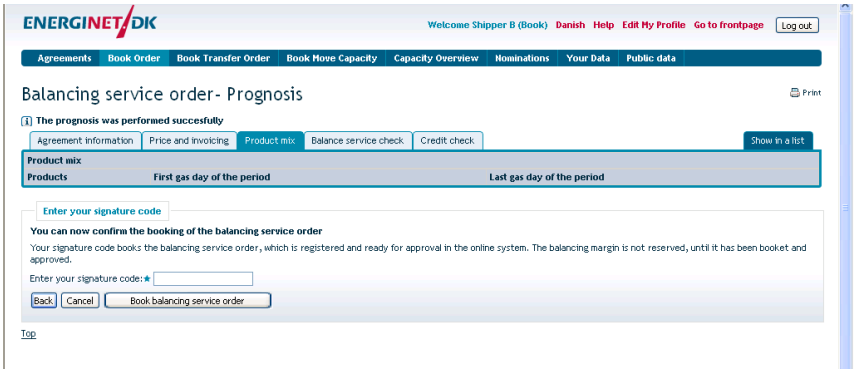
The result of the inquiry is that you can book the requested balancing service quantity.

To display details regarding the inquiry, click the other tabs.

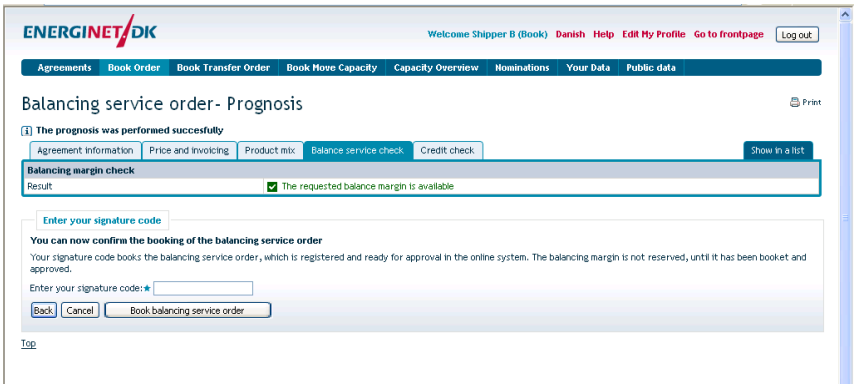
Processing of the agreement can be continued from the individual tabs.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
The prognosis was performed succesfully
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
Price
Total price: 5.104 DKK
Invoicing Starting date Closing date
5.104 DKK 01-05-2008 31-05-2008
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and approved.
Enter your signature code:★
Back Cancel Book balancing service order
Top

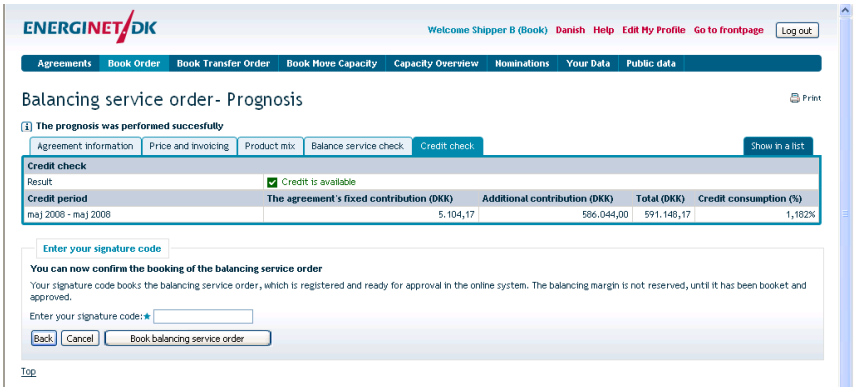
To see the agreement price, click 'Price and invoicing'.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
The prognosis was performed succesfully
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
Product mix
Products First gas day of the period Last gas day of the period
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and approved.
Enter your signature code:*
Back Cancel Book balancing service order
Top

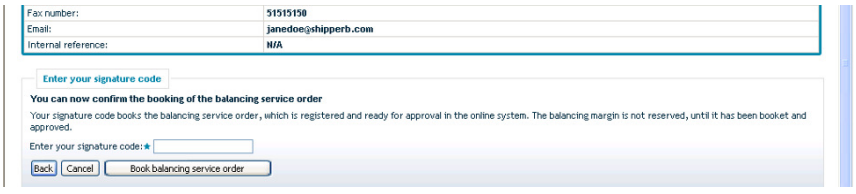
To see the term of this balancing service agreement (number of months), click the tab 'Product mix'


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
The prognosis was performed succesfully
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
Balancing margin check
Result
The requested balance margin is available
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and approved.
Enter your signature code:*
Back Cancel Book balancing service order
Top

The tab 'Balance margin check' shows that this agreement does not cause you to exceed your balance margin.

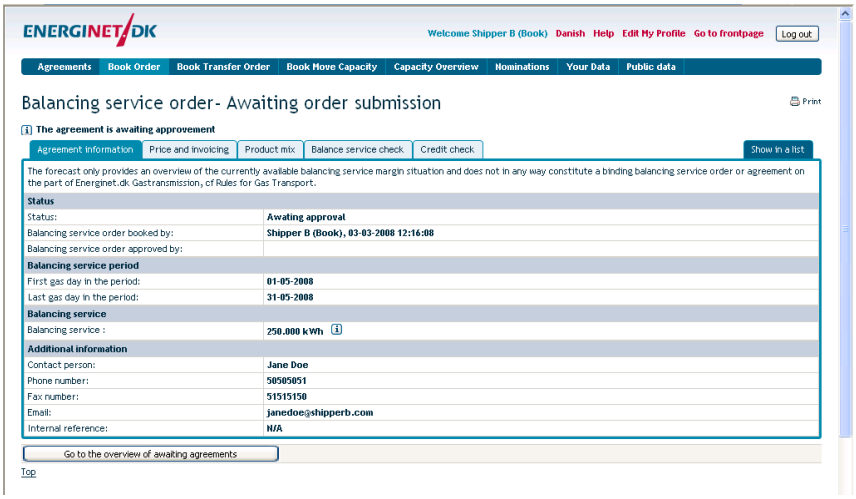

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Prognosis
Print
The prognosis was performed succesfully
Agreement information Price and invoicing Product mix Balance service check Credit check
Show in a list
Credit check
Result
Credit is available
Credit period The agreement's fixed contribution (DKK) Additional contribution (DKK) Total (DKK) Credit consumption (%)
maj 2008 - maj 2008 5.104,17 586.044,00 591.148,17 1,182%
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and approved.
Enter your signature code:*
Back Cancel Book balancing service order
Top

To view details regarding the payment and its effect on your credit limit, click the tab 'Credit check'.


Fax number: 51515150
Email: janedoe@shipperb.com
Internal reference: N/A
Enter your signature code
You can now confirm the booking of the balancing service order
Your signature code books the balancing service order, which is registered and ready for approval in the online system. The balancing margin is not reserved, until it has been booket and approved.
Enter your signature code:*
Back Cancel Book balancing service order

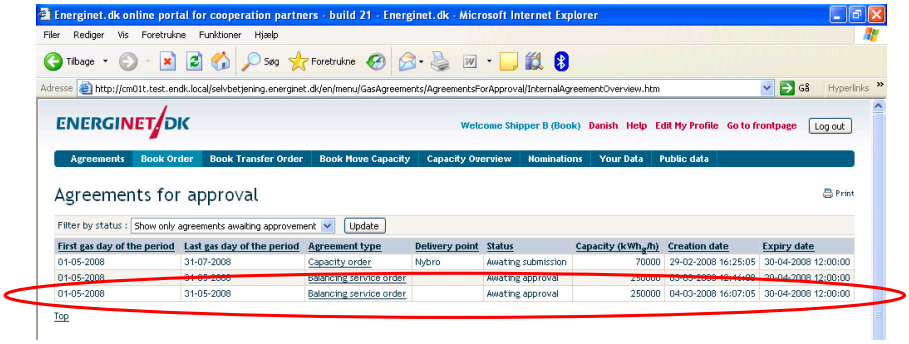
You can now book the order.

Enter the signature code and click 'Sign order'.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Balancing service order- Awaiting order submission
Print
The agreement is awaiting approvement
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Awaiting approval
Balancing service order booked by: Shipper B (Book), 03-03-2008 12:16:08
Balancing service order approved by:
Balancing service period
First gas day in the period: 01-05-2008
Last gas day in the period: 31-05-2008
Balancing service
Balancing service : 250.000 kWh
Additional information
Contact person: Jane Doe
Phone number: 50505051
Fax number: 51515150
Email: janedoe@shipperb.com
Internal reference: N/A
Go to the overview of awaiting agreements
Top

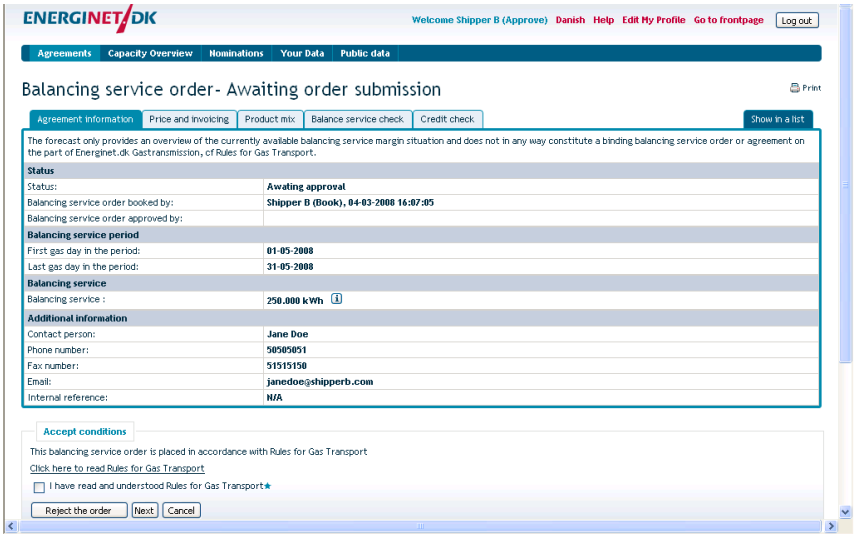
The balancing service agreement is now pending the approval by another employee - the so-called *4-eyes-principle*.

Its status is now ' Pending approval' and it appears from 'Pending agreements overview'. To go to this overview, click 'Go to pending agreements overview'.


Energinet.dk online portal for cooperation partners - build 21 - Energinet.dk - Microsoft Internet Explorer
Filer Rediger Vis Foretrukne Funktioner Hjælp
Tilbage Søg Foretrukne
Adresse http://cm01t.test.endk.local/selvbetjening.energinet.dk/en/menu/GasAgreements/AgreementsForApproval/InternalAgreementOverview.htm
Gå Hyperlinks
ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-05-2008 | 31-07-2008 | Capacity order | Nybro | Awaiting submission | 70000 | 29-02-2008 16:25:05 | 30-04-2008 12:00:00
01-05-2008 | 31-05-2008 | Balancing service order | | Awaiting approval | 250000 | 04-03-2008 16:07:05 | 30-04-2008 12:00:00
Top

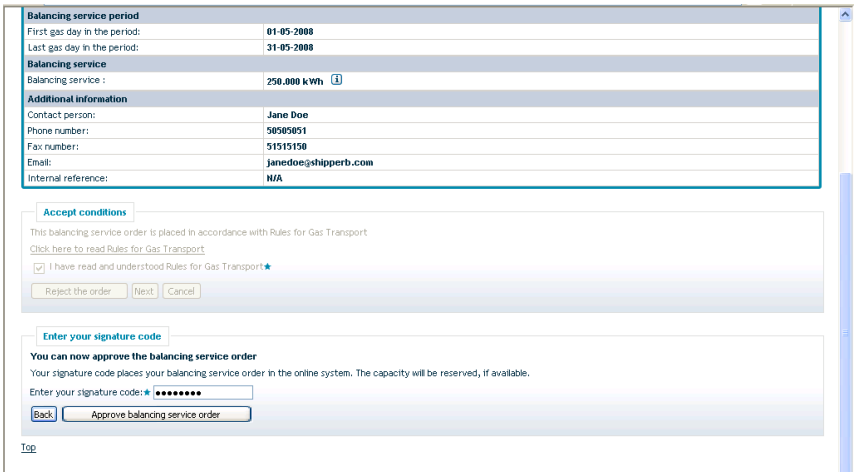
The agreement appears at the bottom of 'Agreements for approval overview'.

The person going to approve the agreement must now log in, find the agreement in the overview and approve it.

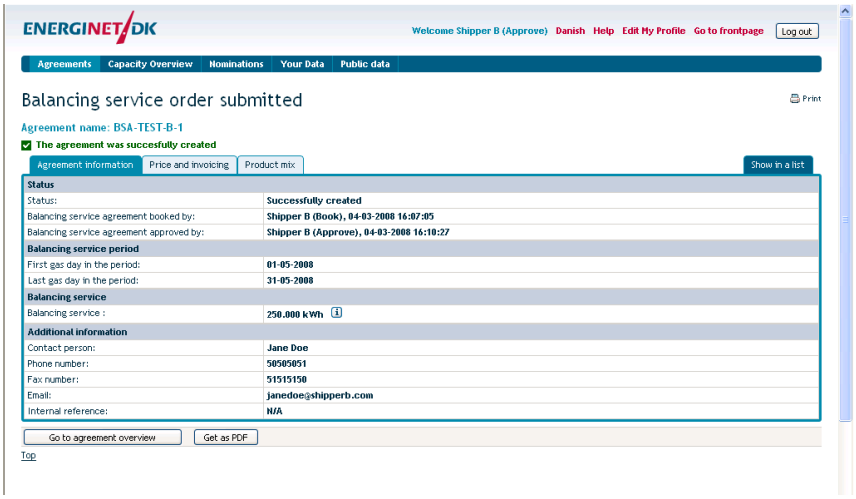

ENERGINET.DK
Welcome Shipper B (Approve) Danish Help Edit My Profile Go to frontpage Log out
Agreements Capacity Overview Nominations Your Data Public data
Balancing service order- Awaiting order submission
Print
Agreement information Price and invoicing Product mix Balance service check Credit check Show in a list
The forecast only provides an overview of the currently available balancing service margin situation and does not in any way constitute a binding balancing service order or agreement on the part of Energinet.dk Gastransmission, cf Rules for Gas Transport.
Status
Status: Awaiting approval
Balancing service order booked by: Shipper B (Book), 04-03-2008 16:07:05
Balancing service order approved by:
Balancing service period
First gas day in the period: 01-05-2008
Last gas day in the period: 31-05-2008
Balancing service
Balancing service : 250.000 kWh
Additional information
Contact person: Jane Doe
Phone number: 50505051
Fax number: 51515150
Email: janedoe@shipperb.com
Internal reference: N/A
Accept conditions
This balancing service order is placed in accordance with Rules for Gas Transport
Click here to read Rules for Gas Transport
I have read and understood Rules for Gas Transport*
Reject the order Next Cancel

To open the agreement after log-in of the person supposed to approve the agreement, click the text 'Balancing service order' applying to the relevant agreement once. The agreement is opened.

Tick the box next to 'I accept the Rules for Gas Transport' by clicking the box once. Then click 'Approve order'.


Balancing service period
First gas day in the period: 01-05-2008
Last gas day in the period: 31-05-2008
Balancing service
Balancing service : 250.000 kWh
Additional information
Contact person: Jane Doe
Phone number: 50505051
Fax number: 51515150
Email: janedoe@shipperb.com
Internal reference: N/A
Accept conditions
This balancing service order is placed in accordance with Rules for Gas Transport
Click here to read Rules for Gas Transport
I have read and understood Rules for Gas Transport★
Reject the order
Next
Cancel
Enter your signature code
You can now approve the balancing service order
Your signature code places your balancing service order in the online system. The capacity will be reserved, if available.
Enter your signature code:★
Back
Approve balancing service order
Top

Enter the signature code into the empty section and click 'Sign balancing service agreement'.




Processing of the order is now finished and the final screen image is displayed showing the status message 'Agreement created successfully'.

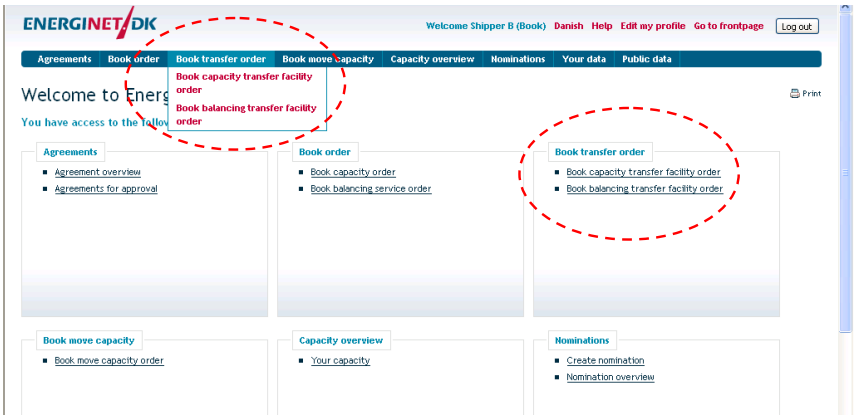
The agreement now appears from the 'Agreements overview'. It has disappeared from the 'Pending agreements overview'.

# 3. Book transfers

This part of the user manual describing the booking of transfers and move of capacity refers to two shippers, Shipper A and Shipper B. Each of these two shippers has two related users with different levels of authorisation.  Shipper A (Book) and Shipper B (Book) have authorisation to create agreements, but are not authorised to sign agreements. Only Shipper A (Approve) and Shipper B (Approve) can sign agreements and also have the authorisation to create into agreements.

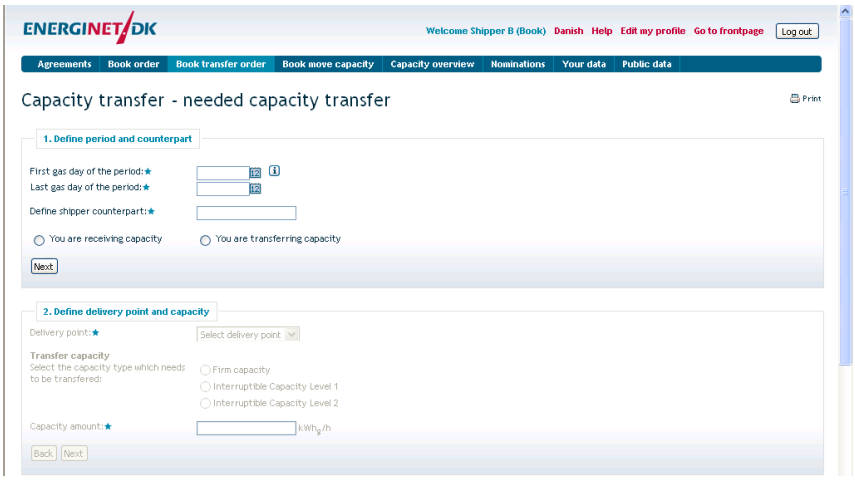
Shipper A and Shipper B both use the 4-eyes principle, which means that it is not possible for the user, who has created the agreement, also to approve/sign it.

## 3.1 Capacity transfer order




You will find the menu item 'Capacity transfer order' under the menu item 'Book transfer' displayed in the menu bar as well as in the menu on the page.

Click the menu item once.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Capacity transfer - needed capacity transfer
Print
1. Define period and counterpart
First gas day of the period:★
Last gas day of the period:★
Define shipper counterpart:★
You are receiving capacity
You are transferring capacity
Next
2. Define delivery point and capacity
Delivery point:★
Select delivery point
Transfer capacity
Select the capacity type which needs to be transfered:
Firm capacity
Interruptible Capacity Level 1
Interruptible Capacity Level 2
Capacity amount:★
Back
Next

The following screen image is now shown. Data is to be entered into the three fields. Data entered into field 1 must be checked by the system before data can be entered into field 2 etc.

Enter the appropriate contract period's first and last gas days into the next two fields.

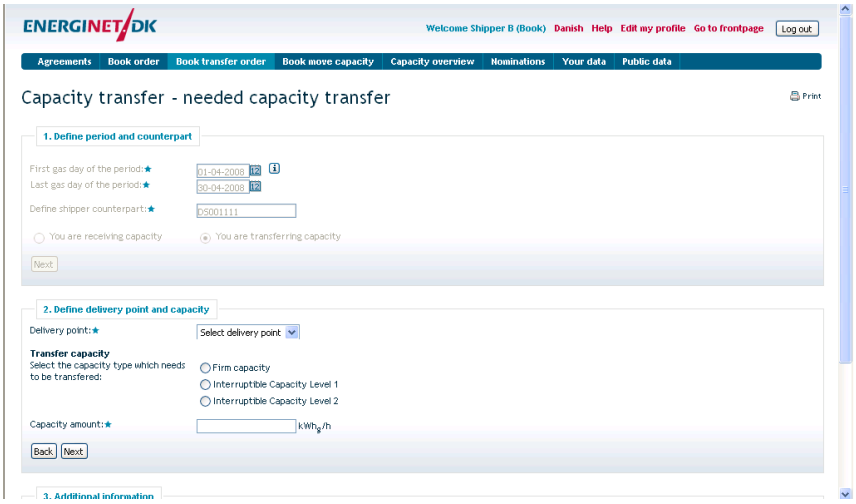
Enter the counterpart's shipper code into the field 'Indicate shipper's counterpart'.

Indicate whether you wish to receive or transfer capacity by clicking the appropriate field. The order of checks made by the system depends on your indication of you being receiving or transferring capacity. The following example shows a transfer of capacity made by a creating shipper. In this case the system checks if the shipper's total capacity available at the point is sufficient to make the transferring request. The credit check of the counterpart will be made in connection with his or her approval of the transfer order.

In this case, an **approved capacity check** will be required to create the transfer order.

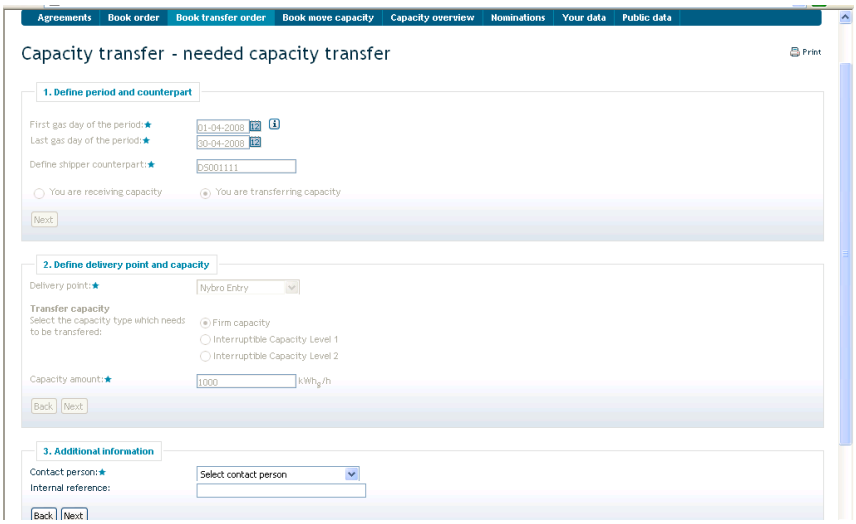
If, on the other hand, the shipper wishing to receive the capacity is the creator of the request, the system checks if the receiving shipper's credit limit is sufficient for the agreement. The counterpart will be checked with respect to sufficient capacity in connection with his or her approval of the order. An **approved credit check** will in this case be required to create the transfer order.

Then press 'Next'.




The system checks the entered values (in the example, without detecting errors) and entry of further data into field 1 is no longer possible. To change data in field 1 later on, click ' Return', which will bring you back one step.

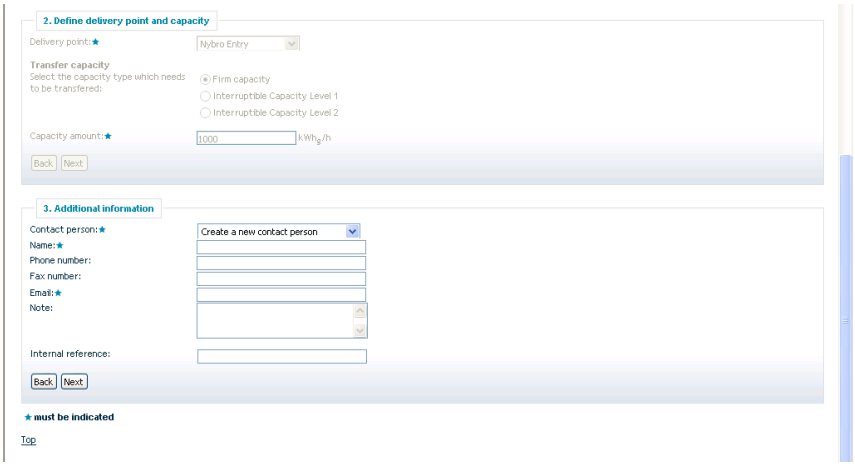
Field 2 is ready for selection of delivery point and entry of the requested transfer quantities. Select the delivery point and enter the capacity applying to the contract. Firm capacity as well as interruptible level 1 and level 2 capacity must the entered. Then click 'Next'.




The system checks the entered values (in the example, without detecting errors) and entry of further data into field 2 is no longer possible. To change data in field 2 later on, click ' Return', which will bring you back one step.

Entry of data into field '3. Further information' is now possible. Choose either an existing contract person from the drop-down menu or create a new contact person by selecting 'Create new contact person' from the drop-

down menu.




To create a new contact person, indicate the following: 'Name' and 'email address'.

Further information may be entered, eg 'phone no.', 'fax no.', 'note' and 'internal reference'.

Click 'Next'. The system now checks the contract inquiry.

The system automatically checks the capacity transfer inquiry to ascertain

- whether the receiving shipper's credit limit is sufficient to cover the variable payment pursuant to the contract.
- whether the transferring shipper has sufficient capacity available in the transfer period at the given point.

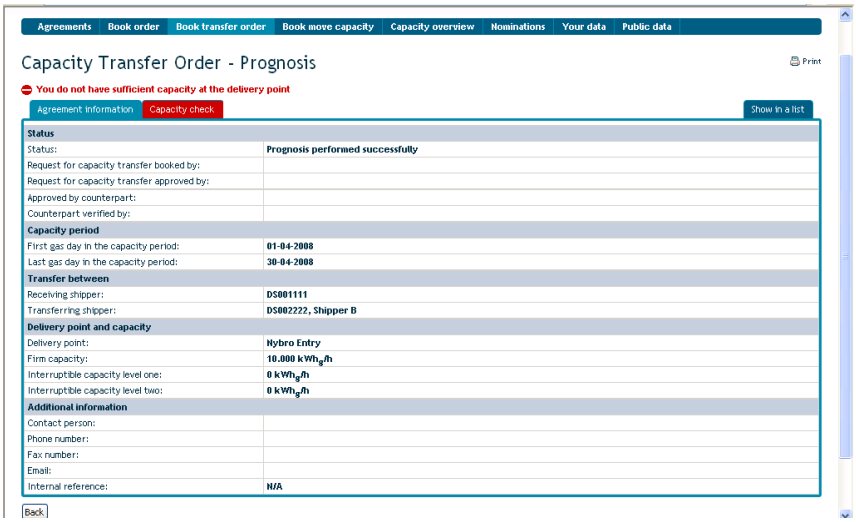
If the creator of the capacity transfer order is the transferring shipper, the result is presented by means of the tabs 'Contract details' and 'Capacity check'. If the order has been created by the receiving shipper, the result is shown by means of the tabs 'Contract details' and 'Credit check'.

A failed credit check will therefore result in the display of details relating to the credit check of the receiving shipper whereas the transferring shipper will only receive the message that the order could not be effected.

A failed capacity check will be followed by the display of details relating to the capacity check of the transferring shipper whereas the receiving shipper will only receive the message that the order could not be effected.

The checks result in the following messages:

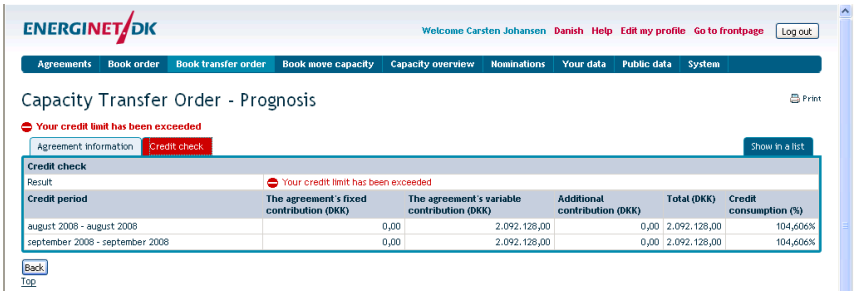
A. Requested capacity not available.
B. Credit limit insufficient.
C. Forecast approved.



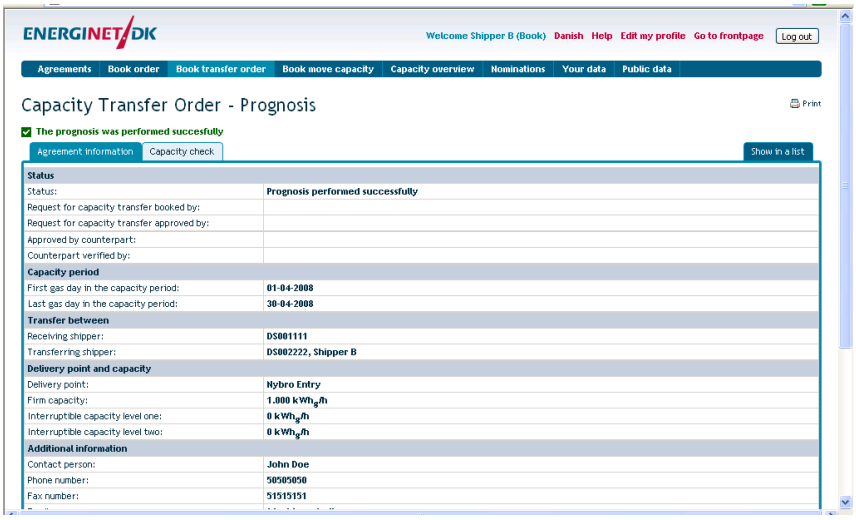

Re A. The result of the forecast contains the tabs 'Contract details' and 'Capacity check'. In the example, the transferring shipper does not have sufficient capacity at the delivery point.

The order cannot be completed until after approval of the credit check.

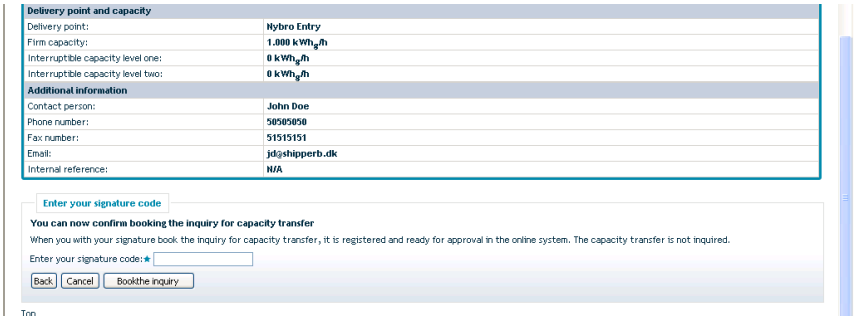
Click 'Back'.



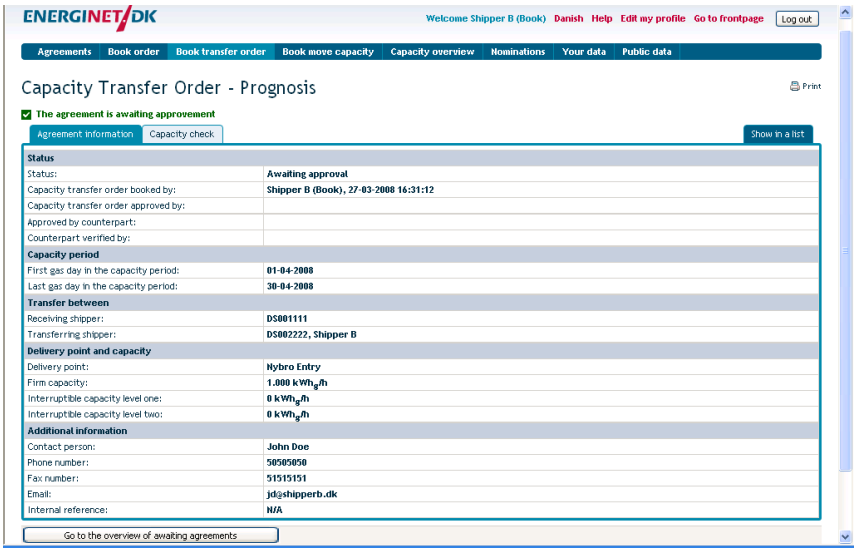

Re B. The result of the forecast contains the tabs 'Contract details' and 'Credit check'. In the example, the result is that the capacity cannot be transferred.




Re C. The result of the forecast contains the tabs 'Contract details' and 'Credit check'. In the example, the result is that the capacity can be transferred.


Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Enter your signature code
You can now confirm booking the inquiry for capacity transfer
When you with your signature book the inquiry for capacity transfer, it is registered and ready for approval in the online system. The capacity transfer is not inquired.
Enter your signature code:
Back
Cancel
Bookthe inquiry
Top

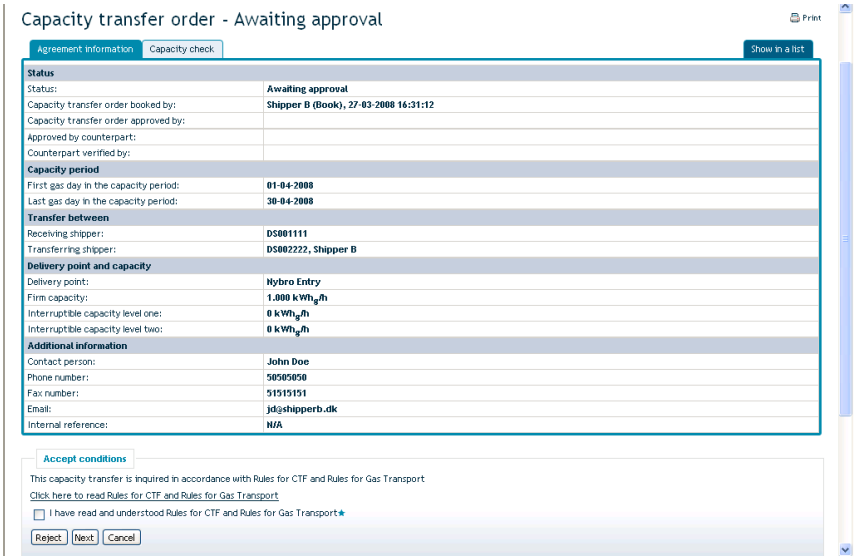
Enter the relevant code in the field 'Enter signature code' and click 'Sign booking'.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Capacity Transfer Order - Prognosis
Print
The agreement is awaiting approvement
Agreement information Capacity check
Show in a list
Status
Status: Awaiting approval
Capacity transfer order booked by: Shipper B (Book), 27-03-2008 16:31:12
Capacity transfer order approved by:
Approved by counterpart:
Counterpart verified by:
Capacity period
First gas day in the capacity period: 01-04-2008
Last gas day in the capacity period: 30-04-2008
Transfer between
Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Go to the overview of awaiting agreements

The result is that the contract must now be approved by another user than the creator of the order.

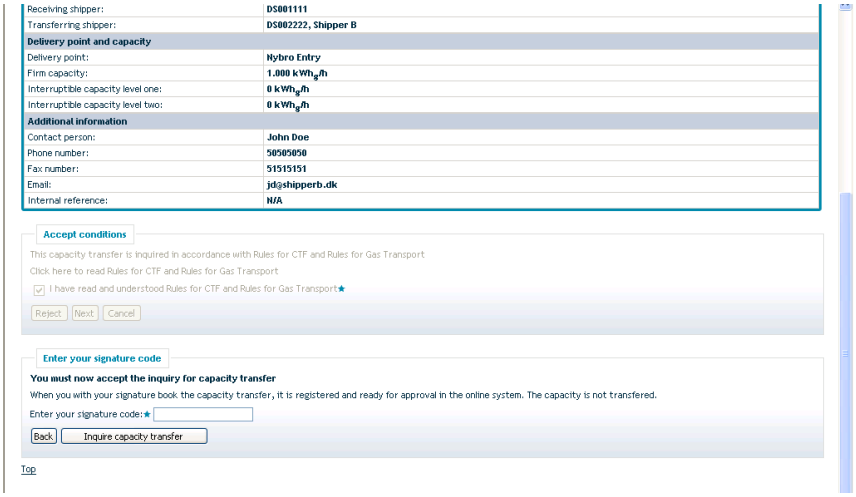
The user who created the order will see the following screen image.

The contract will now appear from the overview 'Awaiting approval'.


Capacity transfer order - Awaiting approval
Print
Agreement information Capacity check
Show in a list
Status
Status: Awaiting approval
Capacity transfer order booked by: Shipper B (Book), 27-03-2008 16:31:12
Capacity transfer order approved by:
Approved by counterpart:
Counterpart verified by:
Capacity period
First gas day in the capacity period: 01-04-2008
Last gas day in the capacity period: 30-04-2008
Transfer between
Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Accept conditions
This capacity transfer is inquired in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject
Next
Cancel

The user who created the order can approve it and consequently book the contract and will see the following contract retrieved from the overview 'Awaiting approval'.

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport'. Then click 'Book the inquiry'.


Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Accept conditions
This capacity transfer is inquired in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject
Next
Cancel
Enter your signature code
You must now accept the inquiry for capacity transfer
When you with your signature book the capacity transfer, it is registered and ready for approval in the online system. The capacity is not transfered.
Enter your signature code:
Back
Inquire capacity transfer
Top

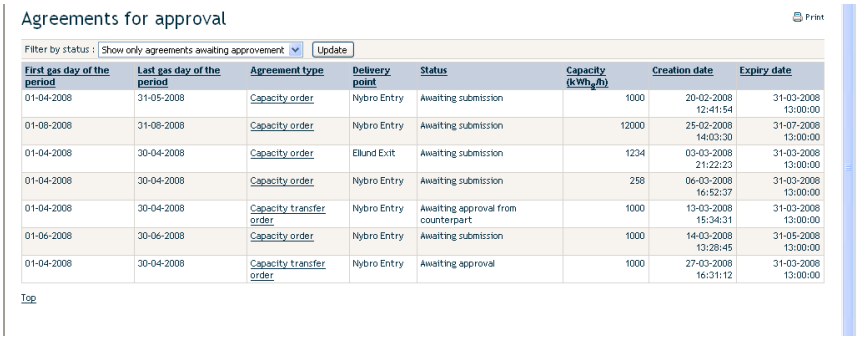
Now a field is displayed into which the creator's signature code can be entered. Enter the signature code into the field and use the field 'Sign approval'.

The signature is now pending the approval of the counterpart - in the example, the receiving shipper who is not the creator of the order.

The counterpart can view the contract in the overview 'Awaiting approval'.

Below you can read how the counterpart not creator of the order signs and approves the contract in question. It is obviously not possible for a customer who creates an order to undertake or view this approval - the description only serves to illustrate how a customer not creator of the order effects the approval.

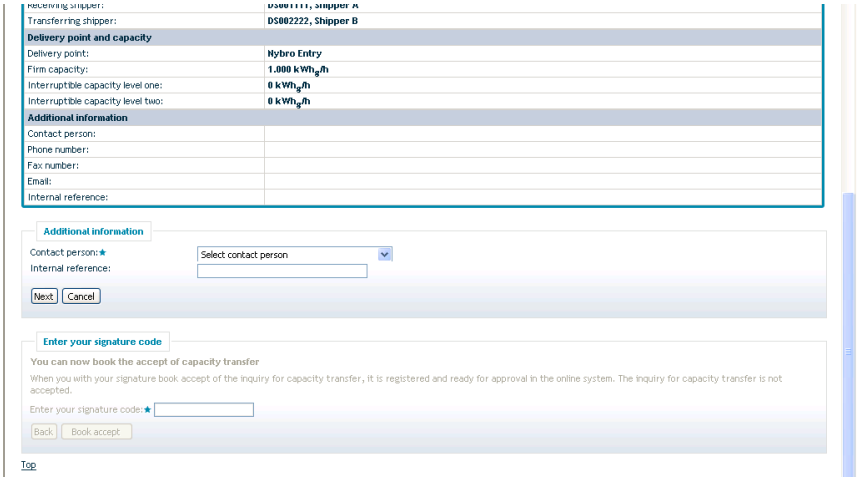
To view the contract in question, click 'Agreements for approval'. Click 'Capacity transfer order' once in the relevant line.


Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement
Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-04-2008 | 31-05-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 20-02-2008 12:41:54 | 31-03-2008 13:00:00
01-08-2008 | 31-08-2008 | Capacity order | Nybro Entry | Awaiting submission | 12000 | 25-02-2008 14:03:30 | 31-07-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Ellund Exit | Awaiting submission | 1234 | 03-03-2008 21:22:23 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Nybro Entry | Awaiting submission | 258 | 06-03-2008 16:52:37 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval from counterpart | 1000 | 13-03-2008 15:34:31 | 31-03-2008 13:00:00
01-06-2008 | 30-06-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 14-03-2008 13:28:45 | 31-05-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval | 1000 | 27-03-2008 16:31:12 | 31-03-2008 13:00:00
Top

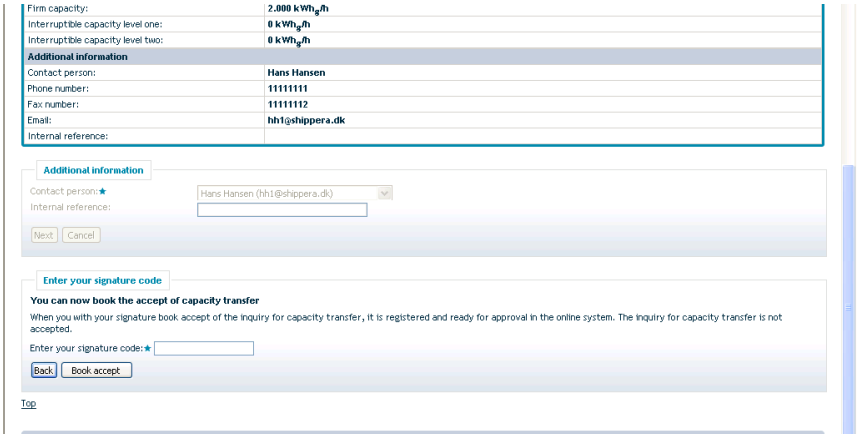
The approval is now effected in three stages. First, a contact person must be indicated.

Select an existing contact person or enter a new one, adding an 'Internal reference', if appropriate (see how under 'Create capacity order').

Click 'Next'.


Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person:
Phone number:
Fax number:
Email:
Internal reference:
Additional information
Contact person: Select contact person
Internal reference:
Next Cancel
Enter your signature code
You can now book the accept of capacity transfer
When you with your signature book accept of the inquiry for capacity transfer, it is registered and ready for approval in the online system. The inquiry for capacity transfer is not accepted.
Enter your signature code:
Back Book accept
Top

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and then click 'Approve order'.

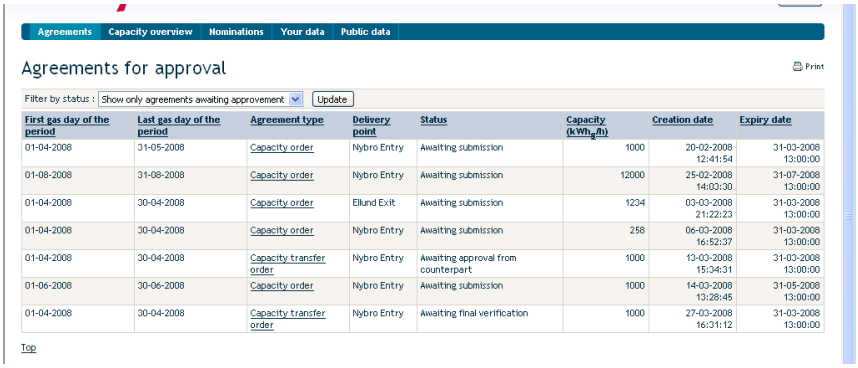

Firm capacity: 2.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Additional information
Contact person: Hans Hansen (hh1@shippera.dk)
Internal reference:
Next Cancel
Enter your signature code
You can now book the accept of capacity transfer
When you with your signature book accept of the inquiry for capacity transfer, it is registered and ready for approval in the online system. The inquiry for capacity transfer is not accepted.
Enter your signature code:
Back Book accept
Top

Now the order has been approved by a user not identical to the creator of the order and authorised to book agreements.

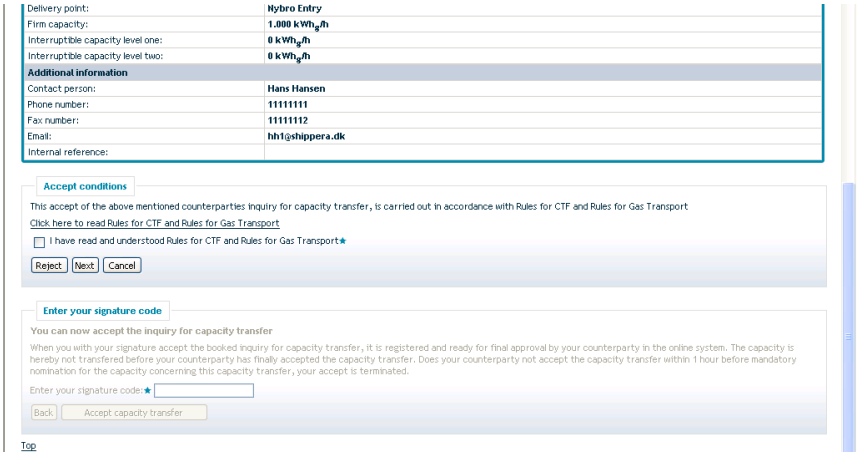
The order is now pending approval by a user not identical to the creator of the order and authorised to approve the contract.

ENERGINET.DK
Welcome Shipper A (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Capacity transfer order - Awaiting approval
Print
Agreement accepted by creater
Agreement information Credit check
Show in a list
Status
Status: Awaiting final verification
Capacity transfer order booked by: DS002222, 27-03-2008 16:31:12
Capacity transfer order approved by: DS002222, 27-03-2008 16:36:03
Approved by counterpart:
Counterpart verified by:
Capacity period
First gas day in the capacity period: 01-04-2008
Last gas day in the capacity period: 30-04-2008
Transfer between
Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:

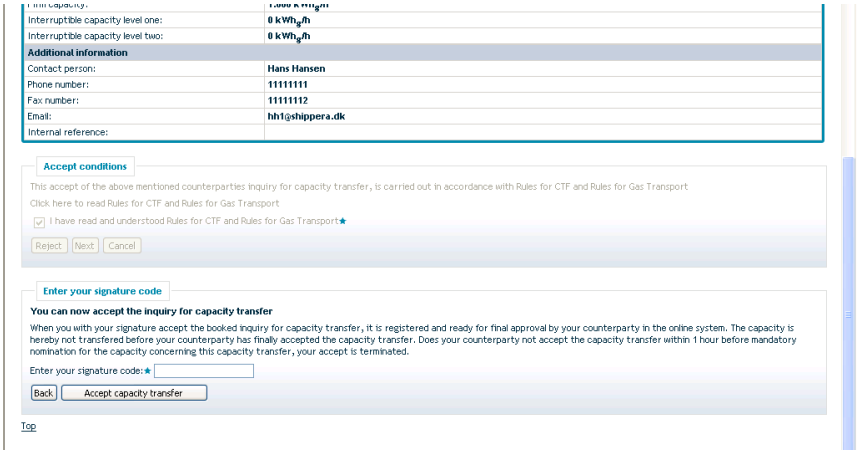
The order can be retrieved by the overview 'Agreements for approval'.


Agreements
Capacity overview
Nominations
Your data
Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement
Update
First gas day of the period
Last gas day of the period
Agreement type
Delivery point
Status
Capacity (kWh/h)
Creation date
Expiry date
01-04-2008 31-05-2008 Capacity order Nybro Entry Awaiting submission 1000 20-02-2008 12:41:54 31-03-2008 13:00:00
01-08-2008 31-08-2008 Capacity order Nybro Entry Awaiting submission 12000 25-02-2008 14:03:30 31-07-2008 13:00:00
01-04-2008 30-04-2008 Capacity order Ellund Exit Awaiting submission 1234 03-03-2008 21:22:23 31-03-2008 13:00:00
01-04-2008 30-04-2008 Capacity order Nybro Entry Awaiting submission 258 06-03-2008 16:52:37 31-03-2008 13:00:00
01-04-2008 30-04-2008 Capacity transfer order Nybro Entry Awaiting approval from counterpart 1000 13-03-2008 15:34:31 31-03-2008 13:00:00
01-06-2008 30-06-2008 Capacity order Nybro Entry Awaiting submission 1000 14-03-2008 13:28:45 31-05-2008 13:00:00
01-04-2008 30-04-2008 Capacity transfer order Nybro Entry Awaiting final verification 1000 27-03-2008 16:31:12 31-03-2008 13:00:00
Top

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and click 'Next'.

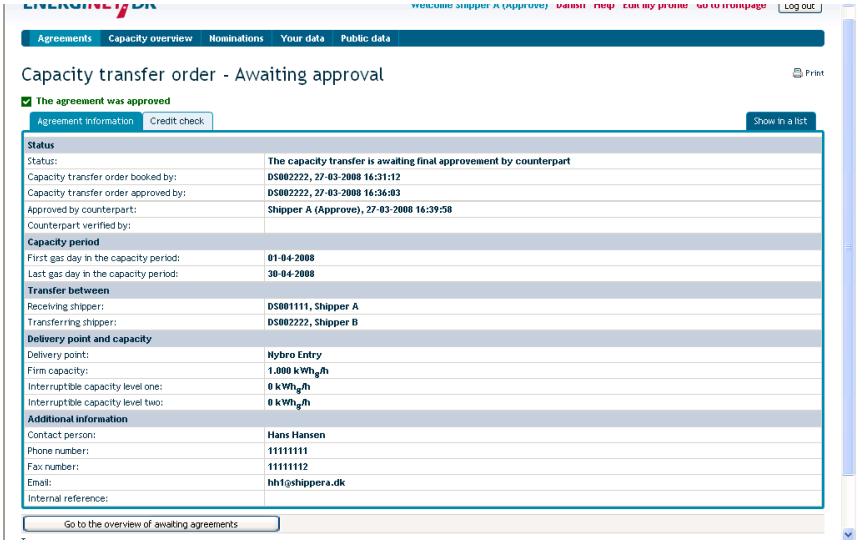

Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Accept conditions
This accept of the above mentioned counterparties inquiry for capacity transfer, is carried out in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject
Next
Cancel
Enter your signature code
You can now accept the inquiry for capacity transfer
When you with your signature accept the booked inquiry for capacity transfer, it is registered and ready for final approval by your counterparty in the online system. The capacity is hereby not transfered before your counterparty has finally accepted the capacity transfer. Does your counterparty not accept the capacity transfer within 1 hour before mandatory nomination for the capacity concerning this capacity transfer, your accept is terminated.
Enter your signature code:
Back
Accept capacity transfer
Top

Enter the signature code in the field and use the field 'Sign transfer contracts'.

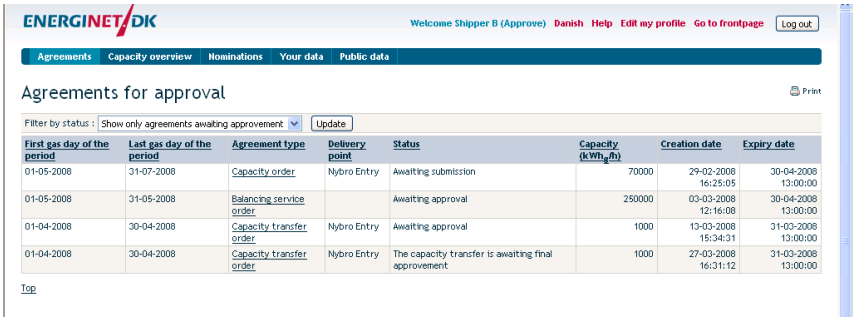

Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Accept conditions
This accept of the above mentioned counterparties inquiry for capacity transfer, is carried out in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject
Next
Cancel
Enter your signature code
You can now accept the inquiry for capacity transfer
When you with your signature accept the booked inquiry for capacity transfer, it is registered and ready for final approval by your counterparty in the online system. The capacity is hereby not transfered before your counterparty has finally accepted the capacity transfer. Does your counterparty not accept the capacity transfer within 1 hour before mandatory nomination for the capacity concerning this capacity transfer, your accept is terminated.
Enter your signature code:
Back
Accept capacity transfer
Top

The capacity transfer order has now been executed user not identical to the initiating shipper.

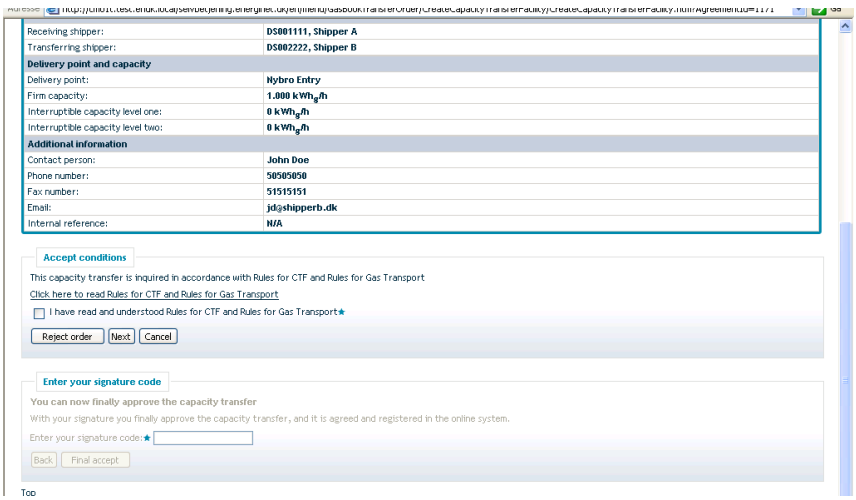
Now a final approval is needed from the initiating counterpart.


Agreements
Capacity overview
Nominations
Your data
Public data
Capacity transfer order - Awaiting approval
Print
The agreement was approved
Agreement information
Credit check
Show in a list
Status
Status: The capacity transfer is awaiting final approvement by counterpart
Capacity transfer order booked by: DS002222, 27-03-2008 16:31:12
Capacity transfer order approved by: DS002222, 27-03-2008 16:36:03
Approved by counterpart: Shipper A (Approve), 27-03-2008 16:39:58
Counterpart verified by:
Capacity period
First gas day in the capacity period: 01-04-2008
Last gas day in the capacity period: 30-04-2008
Transfer between
Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Go to the overview of awaiting agreements

We now return to the web-portal of the shipper that created the order, who must now finally approve the contract. The contract can be viewed in the overview 'Agreements for approval'.

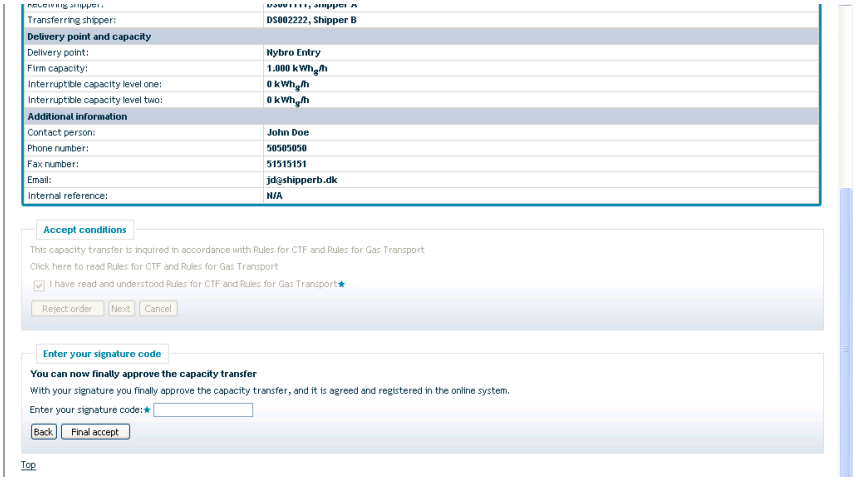

ENERGINET.DK
Welcome Shipper B (Approve) Danish Help Edit my profile Go to frontpage Log out
Agreements
Capacity overview
Nominations
Your data
Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement
Update
First gas day of the period
Last gas day of the period
Agreement type
Delivery point
Status
Capacity (kWh/h)
Creation date
Expiry date
01-05-2008 31-07-2008 Capacity order Nybro Entry Awaiting submission 70000 29-02-2008 16:25:05 30-04-2008 13:00:00
01-05-2008 31-05-2008 Balancing service order Awaiting approval 250000 03-03-2008 12:16:08 30-04-2008 13:00:00
01-04-2008 30-04-2008 Capacity transfer order Nybro Entry Awaiting approval 1000 13-03-2008 15:34:31 31-03-2008 13:00:00
01-04-2008 30-04-2008 Capacity transfer order Nybro Entry The capacity transfer is awaiting final approvement 1000 27-03-2008 16:31:12 31-03-2008 13:00:00
Top

The relevant contract can be viewed in the overview 'Agreements for approval'. Click 'Capacity transfer order' once in the appropriate line.

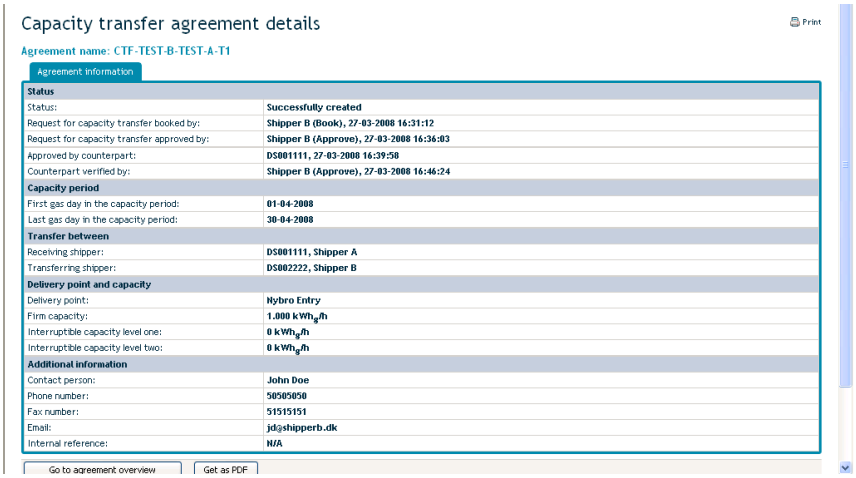

Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Accept conditions
This capacity transfer is inquired in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject order
Next
Cancel
Enter your signature code
You can now finally approve the capacity transfer
With your signature you finally approve the capacity transfer, and it is agreed and registered in the online system.
Enter your signature code:
Back
Final accept
Top

The approval is effected in two stages.

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and then click 'Next'.


Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Accept conditions
This capacity transfer is inquired in accordance with Rules for CTF and Rules for Gas Transport
Click here to read Rules for CTF and Rules for Gas Transport
I have read and understood Rules for CTF and Rules for Gas Transport
Reject order
Next
Cancel
Enter your signature code
You can now finally approve the capacity transfer
With your signature you finally approve the capacity transfer, and it is agreed and registered in the online system.
Enter your signature code:
Back
Final accept
Top

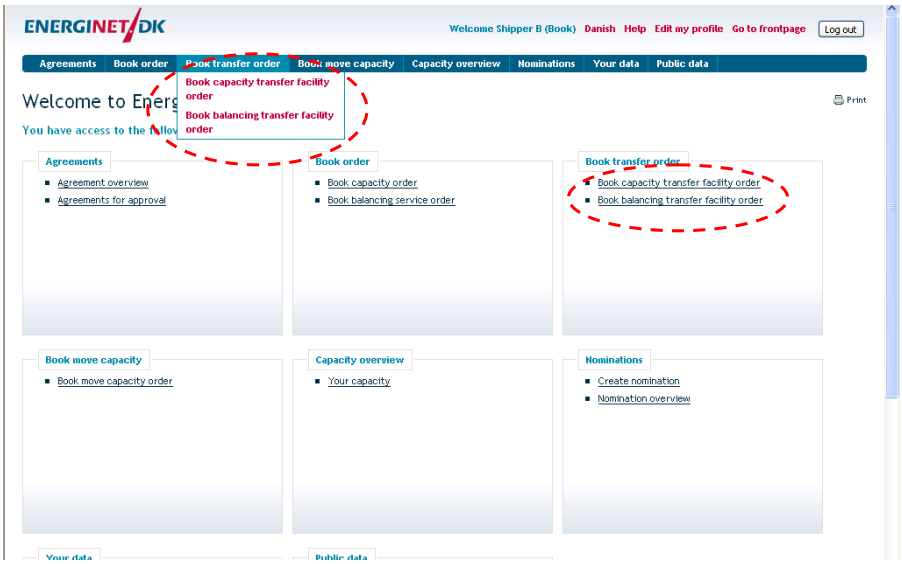
Enter the signature code in the field and use the field 'Sign transfer contracts'.


Capacity transfer agreement details
Print
Agreement name: CTF-TEST-B-TEST-A-T1
Agreement information
Status
Status: Successfully created
Request for capacity transfer booked by: Shipper B (Book), 27-03-2008 16:31:12
Request for capacity transfer approved by: Shipper B (Approve), 27-03-2008 16:36:03
Approved by counterpart: DS001111, 27-03-2008 16:39:58
Counterpart verified by: Shipper B (Approve), 27-03-2008 16:46:24
Capacity period
First gas day in the capacity period: 01-04-2008
Last gas day in the capacity period: 30-04-2008
Transfer between
Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Delivery point and capacity
Delivery point: Nybro Entry
Firm capacity: 1.000 kWh/h
Interruptible capacity level one: 0 kWh/h
Interruptible capacity level two: 0 kWh/h
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Go to agreement overview
Get as PDF

The capacity transfer order has now been executed successfully.

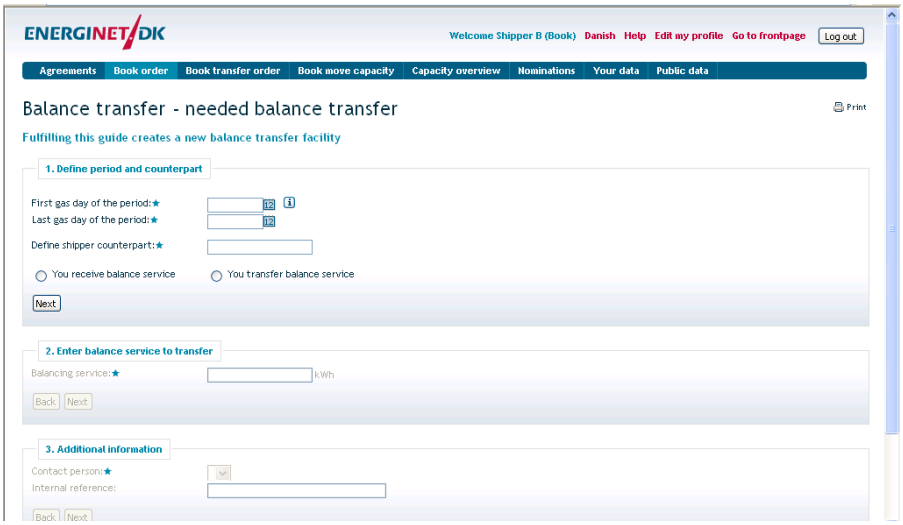
The contract now appears from the contract overviews of both the receiving and the transferring shipper.

## 3.2 Balancing transfer order


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Book capacity transfer facility order
Book balancing transfer facility order
Print
Welcome to Energ
You have access to the follow
Agreements
Agreement overview
Agreements for approval
Book order
Book capacity order
Book balancing service order
Book transfer order
Book capacity transfer facility order
Book balancing transfer facility order
Book move capacity
Book move capacity order
Capacity overview
Your capacity
Nominations
Create nomination
Nomination overview

You will find the menu item 'Balancing service transfer order' under the item 'Book transfer' shown in the menu bar as well as in the menu on the page.

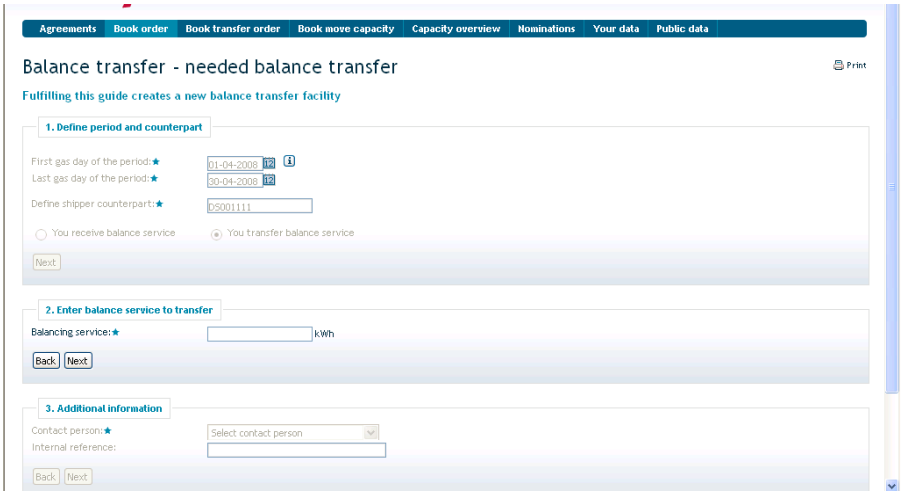
Click the menu item once.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Balance transfer - needed balance transfer
Print
Fulfilling this guide creates a new balance transfer facility
1. Define period and counterpart
First gas day of the period:*
Last gas day of the period:*
Define shipper counterpart:*
You receive balance service
You transfer balance service
Next
2. Enter balance service to transfer
Balancing service:*
kWh
Back Next
3. Additional information
Contact person:*
Internal reference:
Back Next

The following screen image is displayed. Data is to be entered into the three fields. Data entered by you in field 1 must be checked by the system before data can be entered into field 2 etc.

Enter the appropriate contract period's first and last gas days in the first two fields. Then enter the counterpart's shipper code and tick to indicate whether the capacity is to be transferred or received.

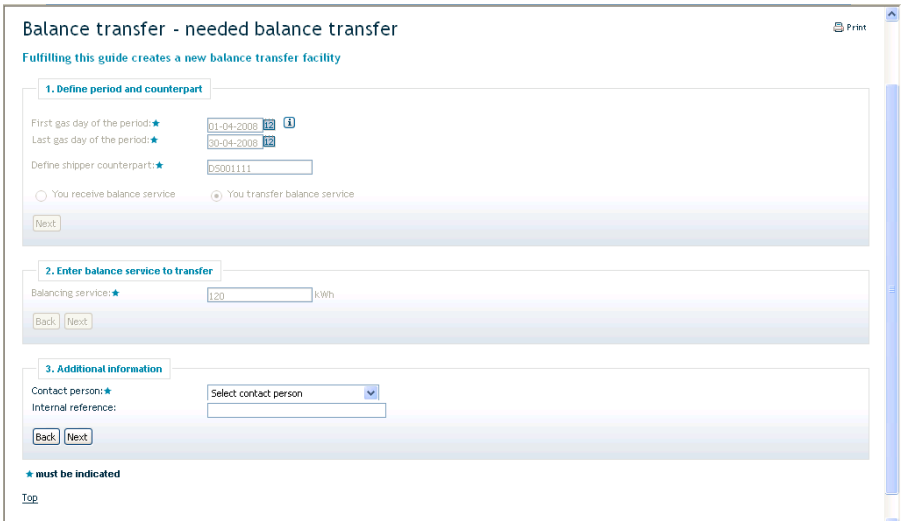
Finally click 'Next'.



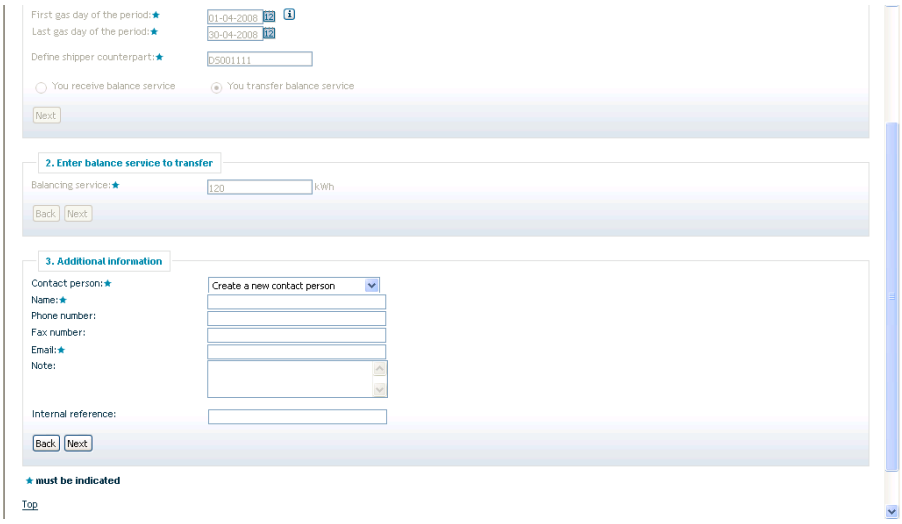

Select the delivery point from the drop-down menu.

Enter the quantity of balancing service to be transferred in kWh.

Then click 'Next'.




Field '3. Further information' is ready for entry of data. Choose either an existing contact person from the drop-down menu or create a new contact person by selecting 'Create new contact person' from the drop-down menu.




To create a new contact person, indicate the following: 'Name' and 'email address'.

Further information may be entered, eg 'phone no.', 'fax no.', 'note' and 'internal reference'.

Click 'Next'. The system now checks the contract inquiry.

The system automatically checks some data relating to the balancing service inquiry, i.e.

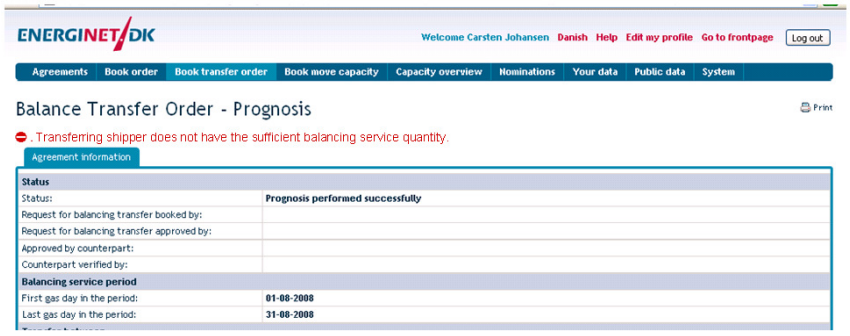
- that the receiving shipper's total resulting balancing service quantity does not exceed his allowed balance margin.
- that the transferring shipper's transferred quantity does not exceed the balancing service quantity available to him.

The checks may have the following results:

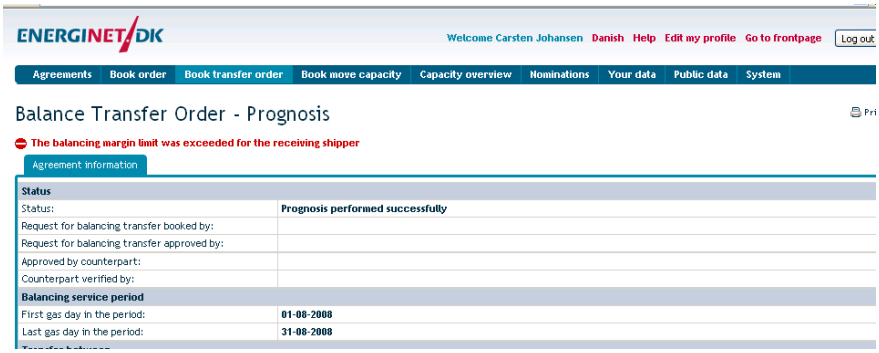
A. The transferring shipper's total balancing service quantity is not sufficient.
B. The receiving shipper's balancing margin has been exceeded.
C. Forecast approved.

If the transferring shipper does not have sufficient balancing service quantity available only the transferring shipper himself will be given this information. The system informs the transferring shipper in step 1 if he has authorisation as booker and in step 2 if he is the approver.

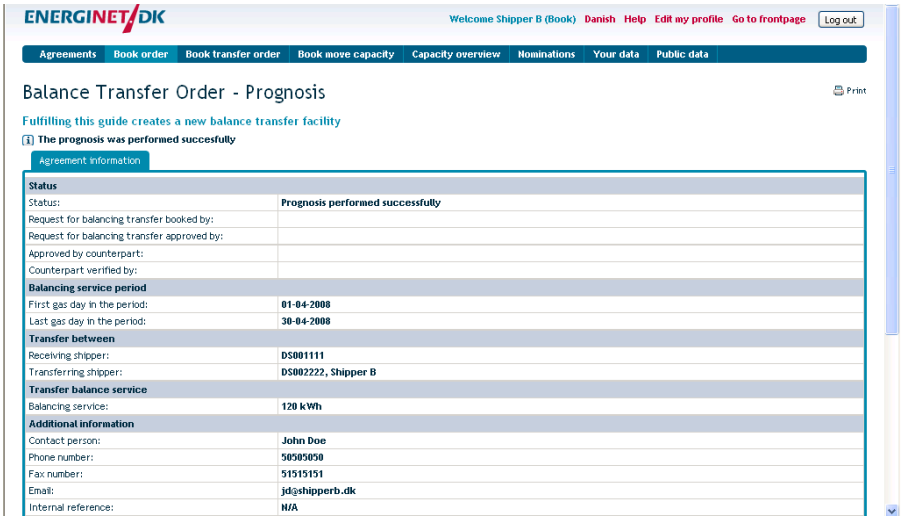
If the receiving shipper exceeds his total balancing service quantity only the receiving shipper will be given this information. The system informs the receiving shipper in step 1 if he has authorisation as booker and in step 2 if he is the approver.


ENERGINET.DK
Welcome Carsten Johansen Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data System
Balance Transfer Order - Prognosis
Print
Transferring shipper does not have the sufficient balancing service quantity.
Agreement information
Status
Status: Prognosis performed successfully
Request for balancing transfer booked by:
Request for balancing transfer approved by:
Approved by counterpart:
Counterpart verified by:
Balancing service period
First gas day in the period: 01-08-2008
Last gas day in the period: 31-08-2008

Re A.
The result of the forecast shows that the transferring shipper does not have the sufficient balancing service quantity to carry out the transfer.

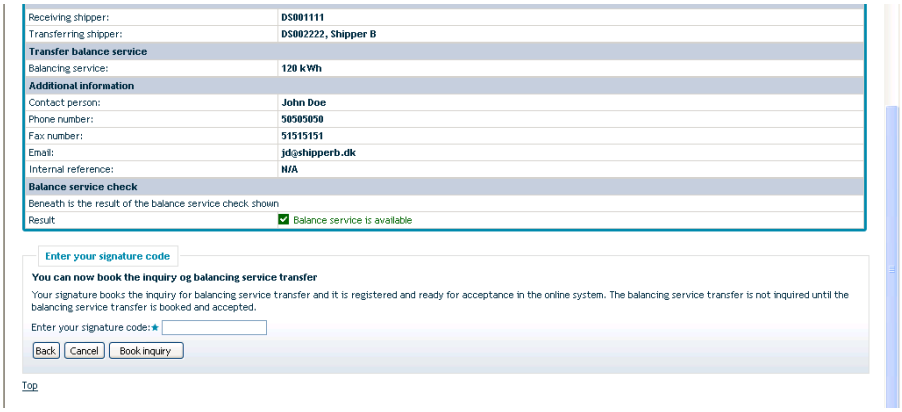

ENERGINET.DK
Welcome Carsten Johansen Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data System
Balance Transfer Order - Prognosis
The balancing margin limit was exceeded for the receiving shipper
Agreement information
Status
Status: Prognosis performed successfully
Request for balancing transfer booked by:
Request for balancing transfer approved by:
Approved by counterpart:
Counterpart verified by:
Balancing service period
First gas day in the period: 01-08-2008
Last gas day in the period: 31-08-2008

Re B.
The result of the forecast is that the planned transfer will cause the receiving shipper's maximum balance margin to be exceeded.

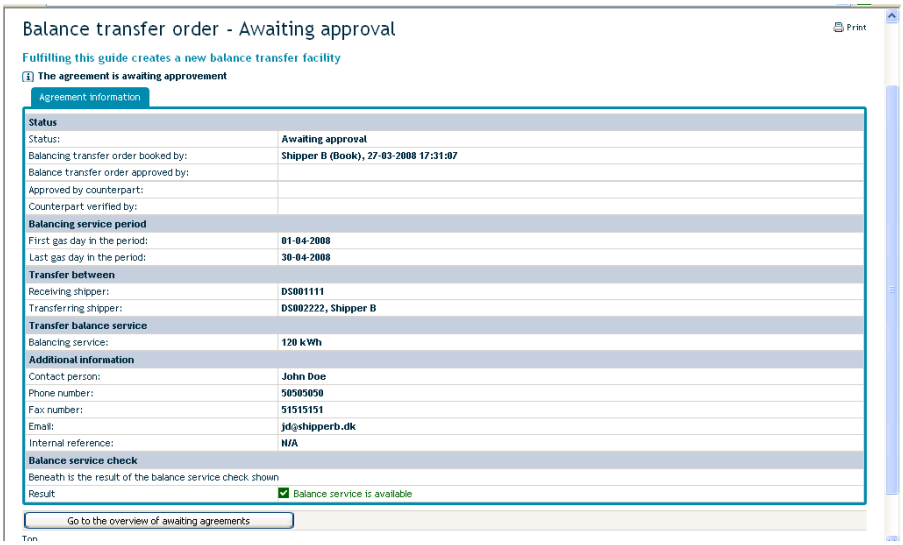

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Balance Transfer Order - Prognosis
Print
Fulfilling this guide creates a new balance transfer facility
The prognosis was performed succesfully
Agreement information
Status
Status: Prognosis performed successfully
Request for balancing transfer booked by:
Request for balancing transfer approved by:
Approved by counterpart:
Counterpart verified by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Transfer between
Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A

Re C.
The forecast shows that the transfer can be undertaken successfully.

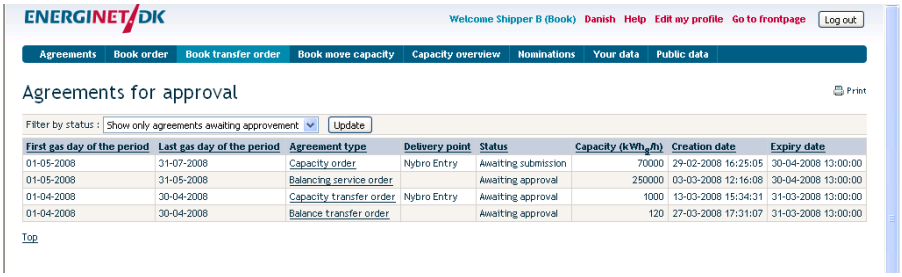
To proceed with the booking, sign the contract.


Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Enter your signature code
You can now book the inquiry og balancing service transfer
Your signature books the inquiry for balancing service transfer and it is registered and ready for acceptance in the online system. The balancing service transfer is not inquired until the balancing service transfer is booked and accepted.
Enter your signature code:
Back Cancel Book inquiry
Top

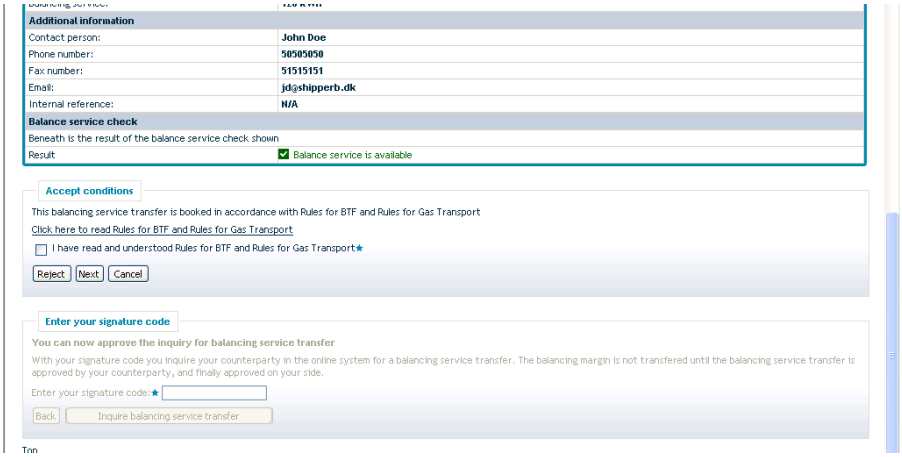
Enter the signature code and click 'Sign balancing service transfer order'.


Balance transfer order - Awaiting approval
Print
Fulfilling this guide creates a new balance transfer facility
The agreement is awaiting approvement
Agreement information
Status
Status: Awaiting approval
Balancing transfer order booked by: Shipper B (Book), 27-03-2008 17:31:07
Balance transfer order approved by:
Approved by counterpart:
Counterpart verified by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Transfer between
Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Go to the overview of awaiting agreements
Top

The contract is now pending approval by a user not identical to the creator of the order and authorised to approve the contract.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-05-2008 | 31-07-2008 | Capacity order | Nybro Entry | Awaiting submission | 70000 | 29-02-2008 16:25:05 | 30-04-2008 13:00:00
01-05-2008 | 31-05-2008 | Balancing service order | | Awaiting approval | 250000 | 03-03-2008 12:16:08 | 30-04-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval | 1000 | 13-03-2008 15:34:31 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Balance transfer order | | Awaiting approval | 120 | 27-03-2008 17:31:07 | 31-03-2008 13:00:00
Top

You can view the relevant contract in the overview 'Agreements for approval'. Click 'Balancing service transfer order' in the appropriate line.


Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Accept conditions
This balancing service transfer is booked in accordance with Rules for BTF and Rules for Gas Transport
Click here to read Rules for BTF and Rules for Gas Transport
I have read and understood Rules for BTF and Rules for Gas Transport★
Reject Next Cancel
Enter your signature code
You can now approve the inquiry for balancing service transfer
With your signature code you inquire your counterparty in the online system for a balancing service transfer. The balancing margin is not transfered until the balancing service transfer is approved by your counterparty, and finally approved on your side.
Enter your signature code:★
Back Inquire balancing service transfer
Top

The approval of the order is effected in two stages.

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and then click ' Approve order'.

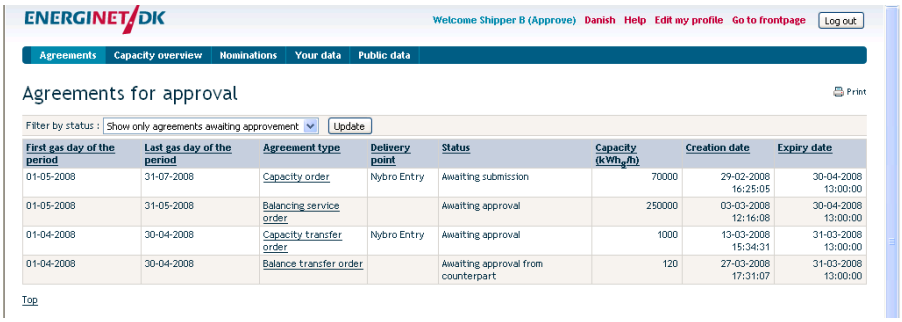
Agreements Capacity overview Nominations Your data Public data
Balance transfer order - Awaiting approval
Print
Fulfilling this guide creates a new balance transfer facility
The agreement is now awaiting approvement by the counterpart
Agreement information
Status
Status: Awaiting approval from counterpart
Balancing transfer order booked by: Shipper B (Book), 27-03-2008 17:31:07
Balance transfer order approved by: Shipper B (Approve), 27-03-2008 17:33:21
Approved by counterpart:
Counterpart verified by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Transfer between
Receiving shipper: DS001111
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Go to the overview of awaiting agreements

In the last stage you must enter the signature code.

Enter the signature code into the field and use the field 'Sign approval'.

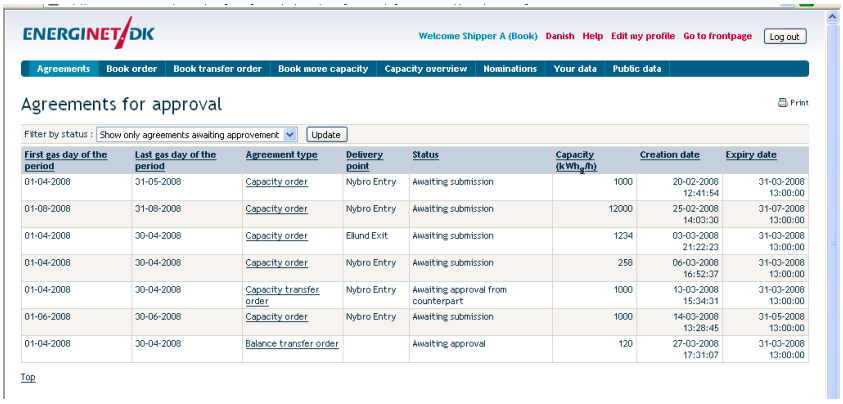
The result appears on the lef.

The contract is now pending the counterpart's approval.


ENERGINET.DK
Welcome Shipper B (Approve) Danish Help Edit my profile Go to frontpage Log out
Agreements Capacity overview Nominations Your data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-05-2008 | 31-07-2008 | Capacity order | Nybro Entry | Awaiting submission | 70000 | 29-02-2008 16:25:05 | 30-04-2008 13:00:00
01-05-2008 | 31-05-2008 | Balancing service order | | Awaiting approval | 250000 | 03-03-2008 12:16:08 | 30-04-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval | 1000 | 13-03-2008 15:34:31 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Balance transfer order | | Awaiting approval from counterpart | 120 | 27-03-2008 17:31:07 | 31-03-2008 13:00:00
Top

Below follows a description of how the counterpart not creator of the order signs and approves the relevant contract. It is obviously not possible for a customer who creates an order to undertake or view this approval - the description only serves to illustrate how a customer not creator of the order effects the approval of the contract.

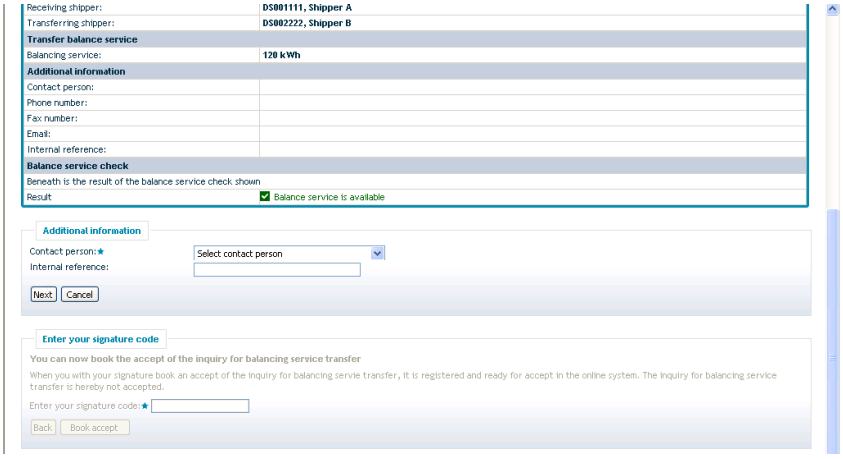
The relevant contract appears from the overview 'Agreements for approval'. Click 'Capacity transfer order' in the appropriate line.


ENERGINET.DK
Welcome Shipper A (Book) Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-04-2008 | 31-05-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 20-02-2008 12:41:54 | 31-03-2008 13:00:00
01-08-2008 | 31-08-2008 | Capacity order | Nybro Entry | Awaiting submission | 12000 | 25-02-2008 14:03:30 | 31-07-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Ellund Exit | Awaiting submission | 1234 | 03-03-2008 21:22:23 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Nybro Entry | Awaiting submission | 258 | 06-03-2008 16:52:37 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval from counterpart | 1000 | 13-03-2008 15:34:31 | 31-03-2008 13:00:00
01-06-2008 | 30-06-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 14-03-2008 13:28:45 | 31-05-2008 13:00:00
01-04-2008 | 30-04-2008 | Balance transfer order | | Awaiting approval | 120 | 27-03-2008 17:31:07 | 31-03-2008 13:00:00
Top

The approval is now effected in two stages. First, a contact person must be indicated.

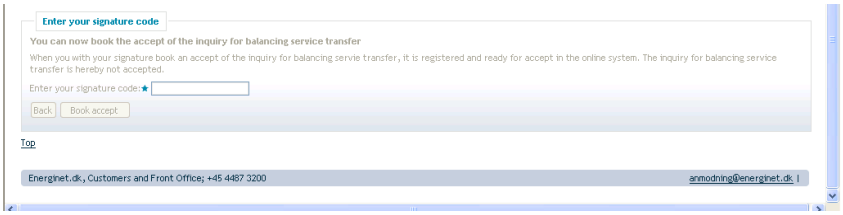
Select an existing contact person or enter a new one, adding an 'Internal reference', if appropriate (see how under 'Create capacity order').

Click 'Next'.


Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person:
Phone number:
Fax number:
Email:
Internal reference:
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Additional information
Contact person: Select contact person
Internal reference:
Next Cancel
Enter your signature code
You can now book the accept of the inquiry for balancing service transfer
When you with your signature book an accept of the inquiry for balancing servie transfer, it is registered and ready for accept in the online system. The inquiry for balancing service transfer is hereby not accepted.
Enter your signature code:
Back Book accept

In the second and last stage, the signature code of the customer not creator of the order is to be entered.

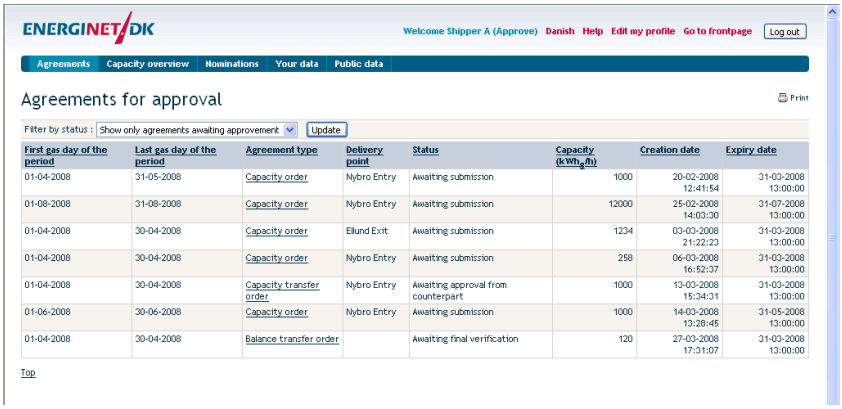
Enter the signature code into the field and use the field 'Sign approval'.


Enter your signature code
You can now book the accept of the inquiry for balancing service transfer
When you with your signature book an accept of the inquiry for balancing servie transfer, it is registered and ready for accept in the online system. The inquiry for balancing service transfer is hereby not accepted.
Enter your signature code:
Back Book accept
Top
Energinet.dk, Customers and Front Office; +45 4487 3200
anmodning@energinet.dk

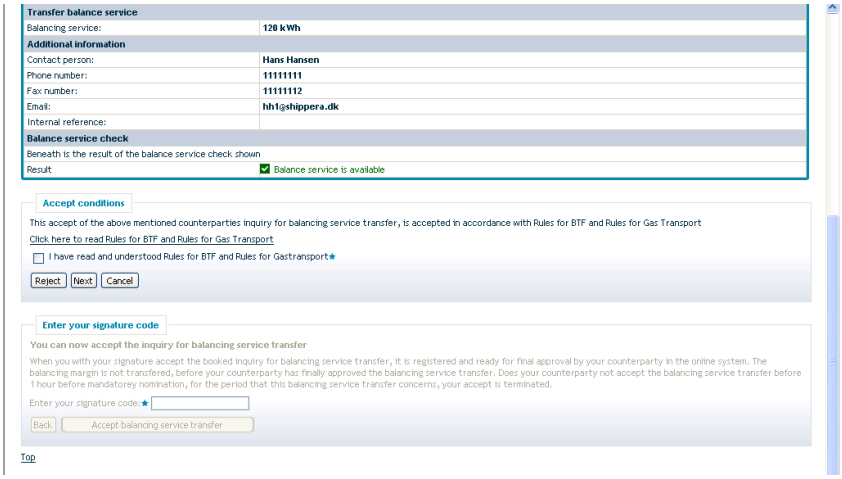
Now the order has been approved by a user not identical to the creator of the order and authorised to book agreements.

The order is now pending approval by a user not identical to the creator of the order and authorised to approve the contract.

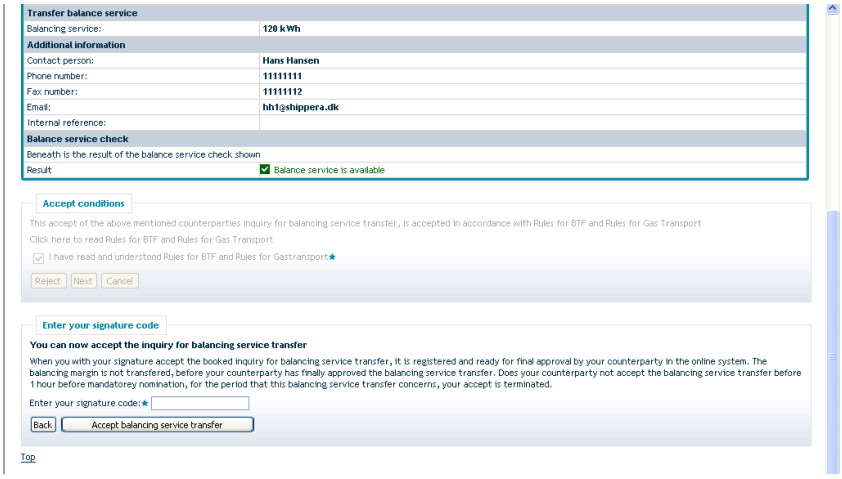
The order can be retrieved by the overview 'Agreements for approval'.


ENERGINET.DK
Welcome Shipper A (Approve) Danish Help Edit my profile Go to frontpage Log out
Agreements Capacity overview Nominations Your data Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement Update
First gas day of the period | Last gas day of the period | Agreement type | Delivery point | Status | Capacity (kWh/h) | Creation date | Expiry date
01-04-2008 | 31-05-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 20-02-2008 12:41:54 | 31-03-2008 13:00:00
01-08-2008 | 31-08-2008 | Capacity order | Nybro Entry | Awaiting submission | 12000 | 25-02-2008 14:03:30 | 31-07-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Ellund Exit | Awaiting submission | 1234 | 03-03-2008 21:22:23 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity order | Nybro Entry | Awaiting submission | 258 | 06-03-2008 16:52:37 | 31-03-2008 13:00:00
01-04-2008 | 30-04-2008 | Capacity transfer order | Nybro Entry | Awaiting approval from counterpart | 1000 | 13-03-2008 15:34:31 | 31-03-2008 13:00:00
01-06-2008 | 30-06-2008 | Capacity order | Nybro Entry | Awaiting submission | 1000 | 14-03-2008 13:28:45 | 31-05-2008 13:00:00
01-04-2008 | 30-04-2008 | Balance transfer order | | Awaiting final verification | 120 | 27-03-2008 17:31:07 | 31-03-2008 13:00:00
Top

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and then click 'Next'.


Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Accept conditions
This accept of the above mentioned counterparties inquiry for balancing service transfer, is accepted in accordance with Rules for BTF and Rules for Gas Transport
Click here to read Rules for BTF and Rules for Gas Transport
I have read and understood Rules for BTF and Rules for Gastransport*
Reject Next Cancel
Enter your signature code
You can now accept the inquiry for balancing service transfer
When you with your signature accept the booked inquiry for balancing service transfer, it is registered and ready for final approval by your counterparty in the online system. The balancing margin is not transfered, before your counterparty has finally approved the balancing service transfer. Does your counterparty not accept the balancing service transfer before 1 hour before mandatorey nomination, for the period that this balancing service transfer concerns, your accept is terminated.
Enter your signature code:*
Back Accept balancing service transfer
Top

Enter the signature code into the field and use the field 'Sign approval of balancing service transfer order'.


Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Accept conditions
This accept of the above mentioned counterparties inquiry for balancing service transfer, is accepted in accordance with Rules for BTF and Rules for Gas Transport
Click here to read Rules for BTF and Rules for Gas Transport
I have read and understood Rules for BTF and Rules for Gastransport*
Reject Next Cancel
Enter your signature code
You can now accept the inquiry for balancing service transfer
When you with your signature accept the booked inquiry for balancing service transfer, it is registered and ready for final approval by your counterparty in the online system. The balancing margin is not transfered, before your counterparty has finally approved the balancing service transfer. Does your counterparty not accept the balancing service transfer before 1 hour before mandatorey nomination, for the period that this balancing service transfer concerns, your accept is terminated.
Enter your signature code:*
Back Accept balancing service transfer
Top

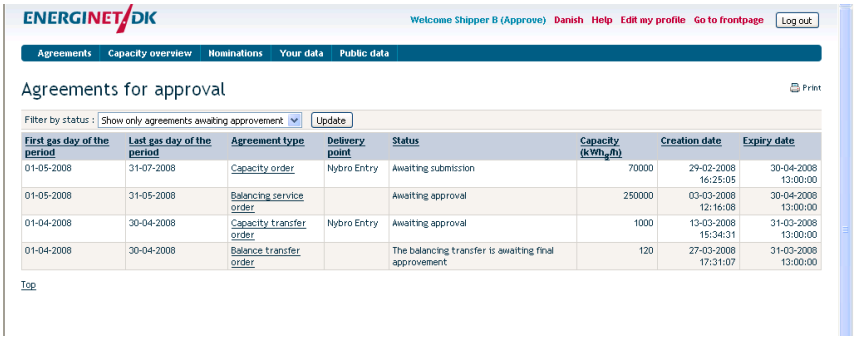
The balancing service transfer order has now been executed by a user not identical to the creator of the order.

Now a final approval is needed from the initiating counterpart.

The contract now appears from the contract overviews of both the receiving and the transferring shipper.

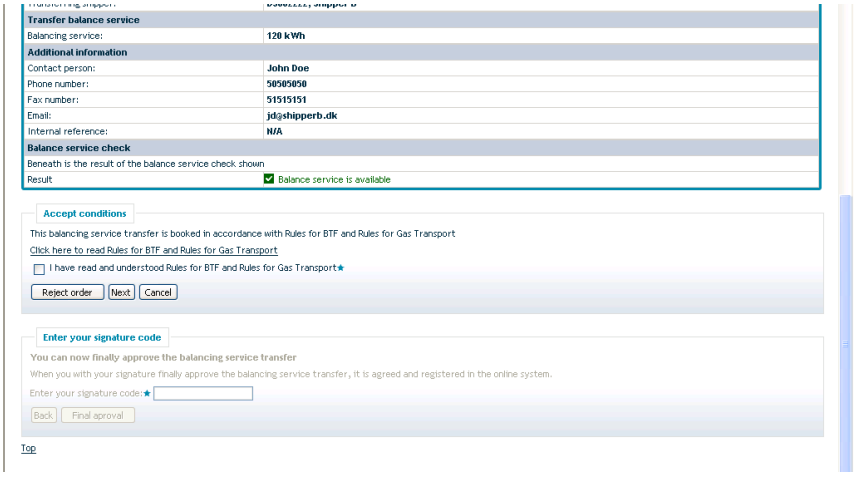
Agreements
Capacity overview
Nominations
Your data
Public data
Balance transfer order - Awaiting approval
Print
Fulfilling this guide creates a new balance transfer facility
The agreement was approved
Agreement information
Status
Status: The balancing transfer is awaiting final approvement by counterpart
Balancing transfer order booked by: DS002222, 27-03-2008 17:31:07
Balance transfer order approved by: DS002222, 27-03-2008 17:33:21
Approved by counterpart: Shipper A (Approve), 27-03-2008 17:58:02
Counterpart verified by:
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Transfer between
Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: Hans Hansen
Phone number: 11111111
Fax number: 11111112
Email: hh1@shippera.dk
Internal reference:
Balance service check
Beneath is the result of the balance service check shown
Result
Balance service is available
Go to the overview of awaiting agreements
Top

We now return to the web-portal of the shipper that created the order, who must now finally approve the contract. The contract can be viewed in the overview 'Agreements for approval'.


ENERGINET.DK
Welcome Shipper B (Approve) Danish Help Edit my profile Go to frontpage
Log out
Agreements
Capacity overview
Nominations
Your data
Public data
Agreements for approval
Print
Filter by status : Show only agreements awaiting approvement
Update
First gas day of the period
Last gas day of the period
Agreement type
Delivery point
Status
Capacity (kWh/h)
Creation date
Expiry date
01-05-2008 31-07-2008 Capacity order Nybro Entry Awaiting submission 70000 29-02-2008 16:25:05 30-04-2008 13:00:00
01-05-2008 31-05-2008 Balancing service order Awaiting approval 250000 03-03-2008 12:16:08 30-04-2008 13:00:00
01-04-2008 30-04-2008 Capacity transfer order Nybro Entry Awaiting approval 1000 13-03-2008 15:34:31 31-03-2008 13:00:00
01-04-2008 30-04-2008 Balance transfer order The balancing transfer is awaiting final approvement 120 27-03-2008 17:31:07 31-03-2008 13:00:00
Top

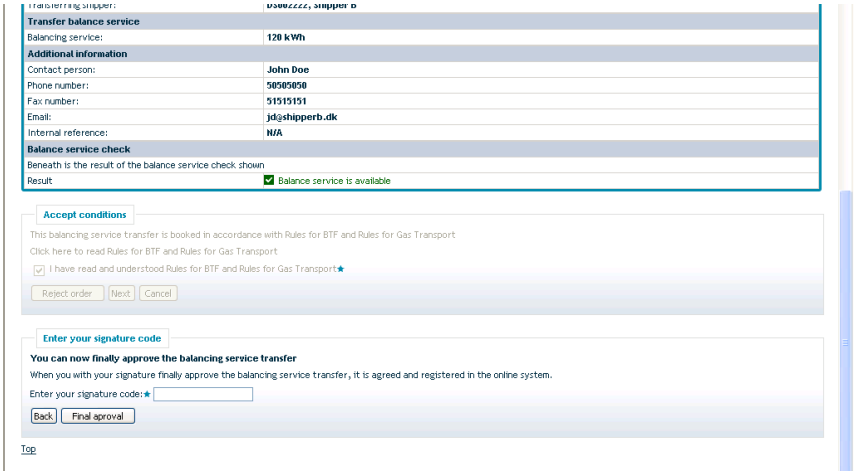
The relevant contract can be viewed in the overview 'Agreements for approval'.

Click 'Balancing service transfer order' once in the appropriate line.

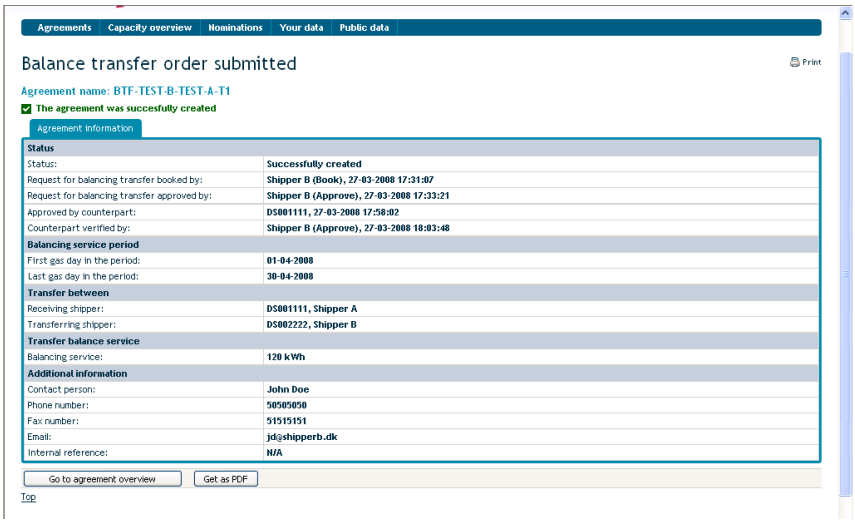

Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result
Balance service is available
Accept conditions
This balancing service transfer is booked in accordance with Rules for BTF and Rules for Gas Transport
Click here to read Rules for BTF and Rules for Gas Transport
I have read and understood Rules for BTF and Rules for Gas Transport
Reject order
Next
Cancel
Enter your signature code
You can now finally approve the balancing service transfer
When you with your signature finally approve the balancing service transfer, it is agreed and registered in the online system.
Enter your signature code:
Back
Final aproval
Top

The approval is effected in two stages.

Mark the field 'I have read and I understand the Rules for CTF and the Rules for Gas Transport' and then click 'Next'.


Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Balance service check
Beneath is the result of the balance service check shown
Result Balance service is available
Accept conditions
This balancing service transfer is booked in accordance with Rules for BTF and Rules for Gas Transport
Click here to read Rules for BTF and Rules for Gas Transport
I have read and understood Rules for BTF and Rules for Gas Transport
Reject order Next Cancel
Enter your signature code
You can now finally approve the balancing service transfer
When you with your signature finally approve the balancing service transfer, it is agreed and registered in the online system.
Enter your signature code:
Back Final aproval
Top

Enter the signature code into the field and use the field 'Sign approval of balancing service transfer order'.


Agreements Capacity overview Nominations Your data Public data
Balance transfer order submitted
Print
Agreement name: BTF-TEST-B-TEST-A-T1
The agreement was succesfully created
Agreement information
Status
Status: Successfully created
Request for balancing transfer booked by: Shipper B (Book), 27-03-2008 17:31:07
Request for balancing transfer approved by: Shipper B (Approve), 27-03-2008 17:33:21
Approved by counterpart: DS001111, 27-03-2008 17:58:02
Counterpart verified by: Shipper B (Approve), 27-03-2008 18:03:48
Balancing service period
First gas day in the period: 01-04-2008
Last gas day in the period: 30-04-2008
Transfer between
Receiving shipper: DS001111, Shipper A
Transferring shipper: DS002222, Shipper B
Transfer balance service
Balancing service: 120 kWh
Additional information
Contact person: John Doe
Phone number: 50505050
Fax number: 51515151
Email: jd@shipperb.dk
Internal reference: N/A
Go to agreement overview Get as PDF
Top

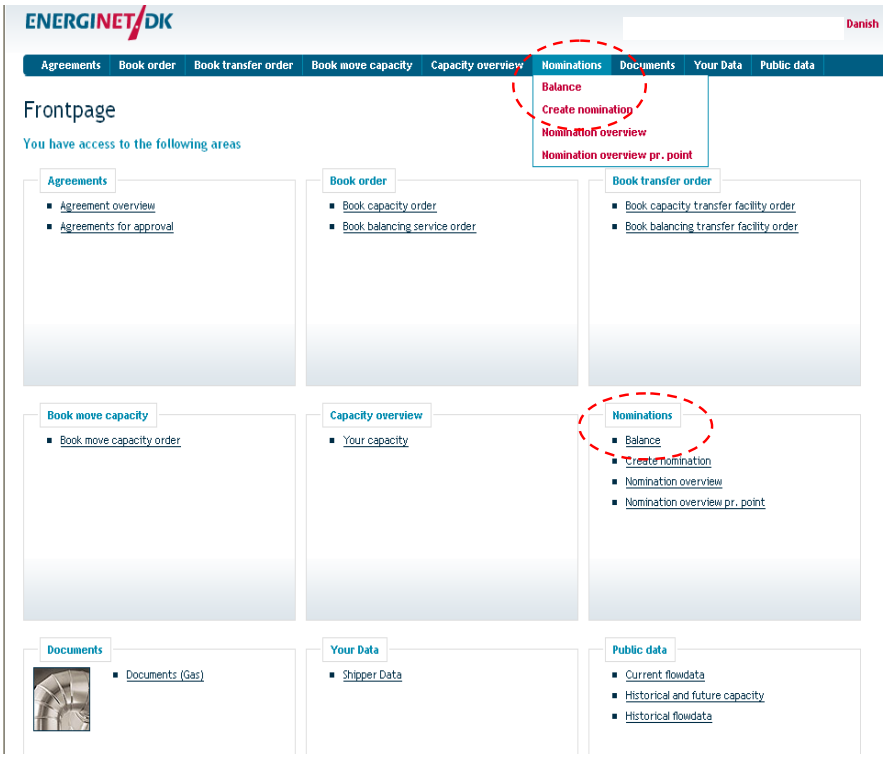
The balancing service transfer order has now been executed successfully.

The contract now appears from the contract overviews of both the receiving and the transferring shipper.

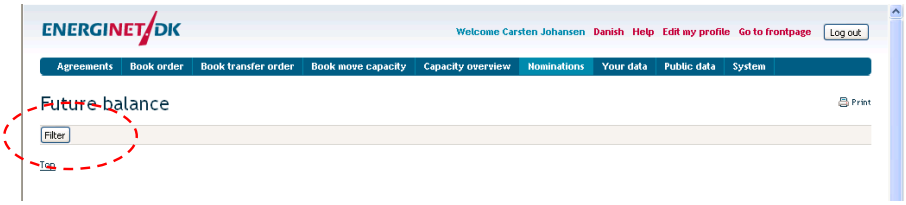
# 4. Nominations

## 4.1 Balance

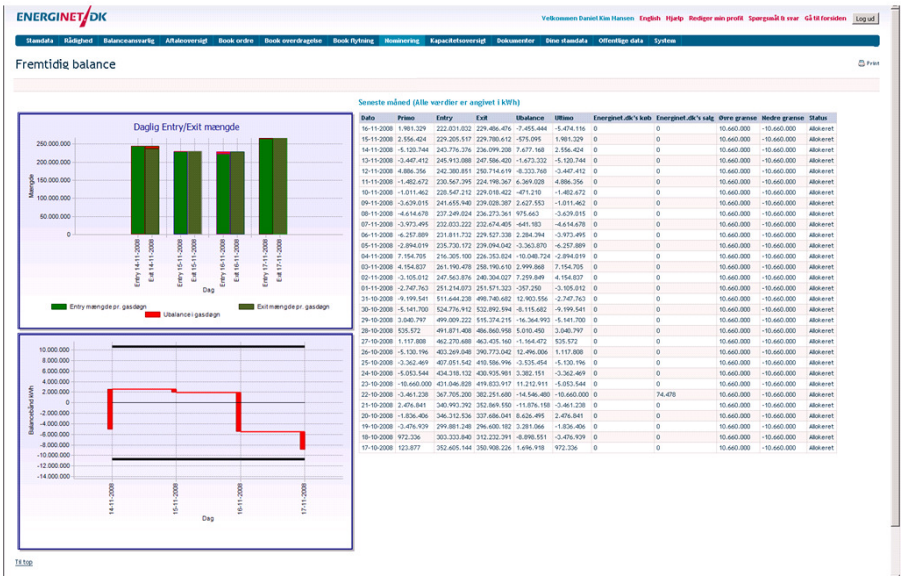
The menu item 'Balance' shows a graphic view of your energy balance based on allocations for the last two or three gas days and on nominations for one or two gas days not yet allocated. Energy balance based on nominations means that the approved nominations are used as if they were equal to the subsequently allocated values for the calculation of the energy balance with the displayed development and possibly associated purchase/sale of balancing gas.



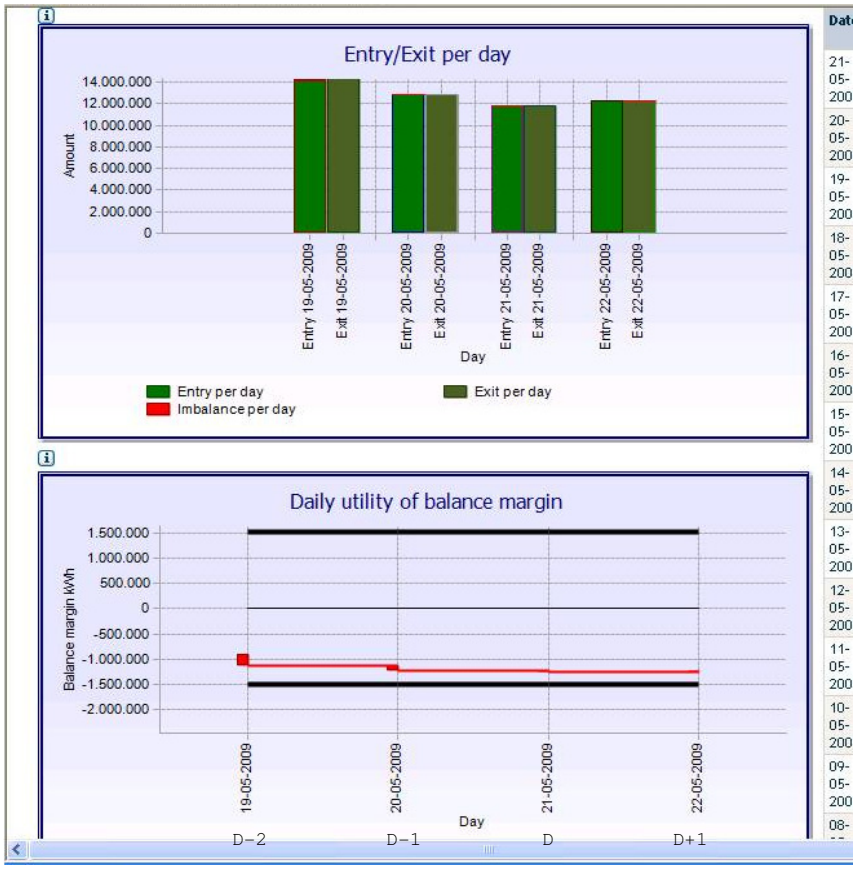

Select 'Balance' in the menu or via the menu bar.




Click 'Filter' to retrieve energy balance data.




The table to the right shows last month's allocated values and calculations forming the basis of the energy balance.




The top graphic view (bar chart) shows your summed up volume of gas distributed on gas days into the transmission system in kWh next to the corresponding volume out of the system.

The difference between the two summed up volumes, the gas day imbalance, is shown in red so that the bars will always have the same size per gas day.

The bottom graphic view shows the imbalance illustrated by its position between the lower and upper limits to your total balancing service volume in the last few gas days. This view follows the same principle that it is based on nominations for gas days for which nominations have been made, but not yet allocations.

There is room for the display of energy balance data for four gas days:
'Today' D before 12:00 shows the energy balance for D-2 based on allocations, whereas the energy balance based on nominations is shown for the gas days D-1 and D. Nothing is shown for the gas day D+1 as no nominations have been made for this gas day.

- 'Today' D between 12:00 and 15:00 shows the energy balance for D-2 and D-1 based on allocations, whereas the energy balance based on nominations is shown for the gas day D. Nothing is shown for the gas day D+1 as the nomination has not yet been finished.
- 'Today' D after 15:00 shows the energy balance for D-2 and D-1 based on allocations, whereas the energy balance based on nominations is shown for the gas days D and D+1.

## 4.2 Create nomination

An alternative way of creating and submitting a nomination is to use the menu item 'Create nomination'.

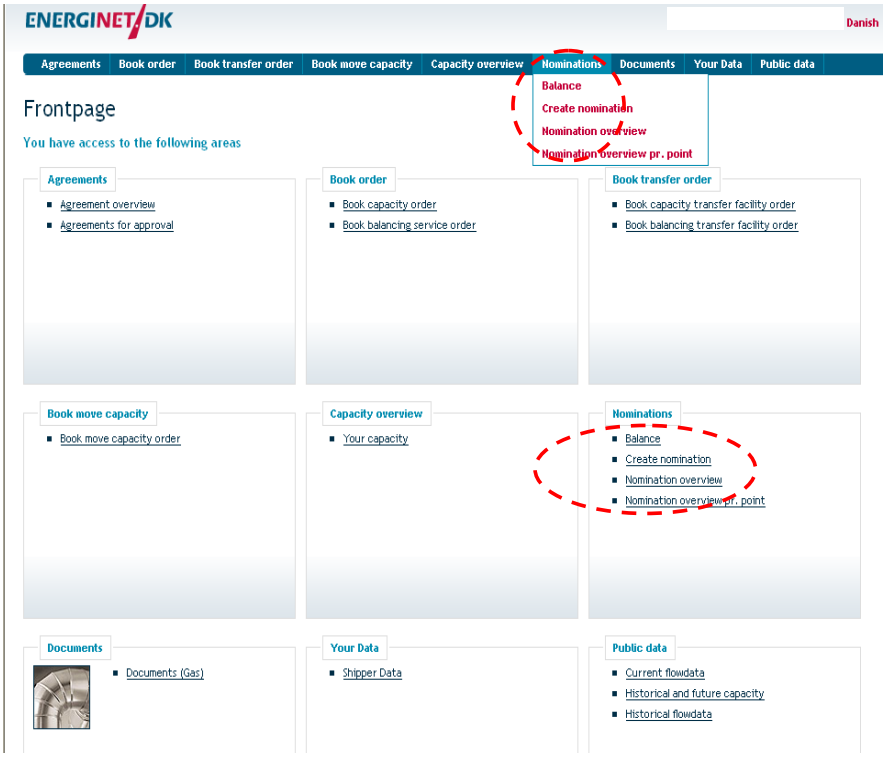
In order to nominate exit on any delivery point, you must use this function.

**Slettet:** New!

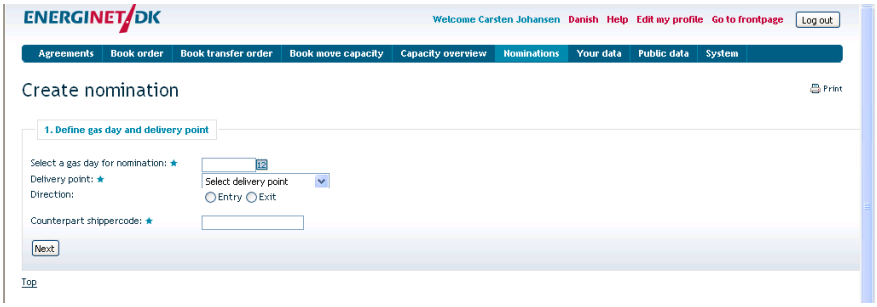
**Formateret:** Ikke Fremhævning

If you want to submit a nomination relating to a known nomination agreement, it is most expedient the 'Nomination overview' as an entry point because all the agreements are listed there. Please note that it is only possible to nominate entry via the 'Nomination overview'.

This function is the only possibility of submitting a nomination in relation to a new nomination id, ie via a shipper code pair.

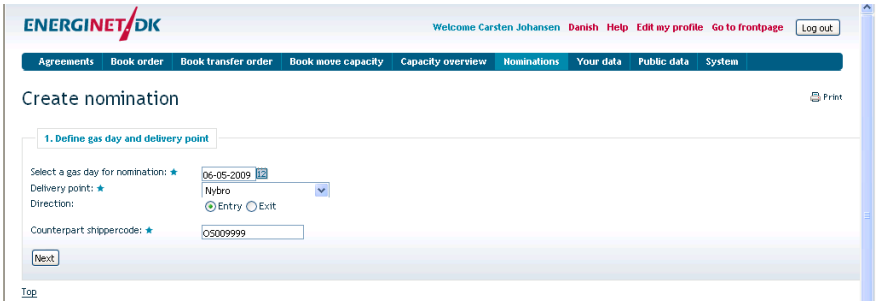



Select 'Create nomination' in the menu or via the menu bar.


ENERGINET.DK
Welcome Carsten Johansen Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Your data Public data System
Create nomination
Print
1. Define gas day and delivery point
Select a gas day for nomination: ★
Delivery point: ★
Select delivery point
Direction:
Entry Exit
Counterpart shippercode: ★
Next
Top

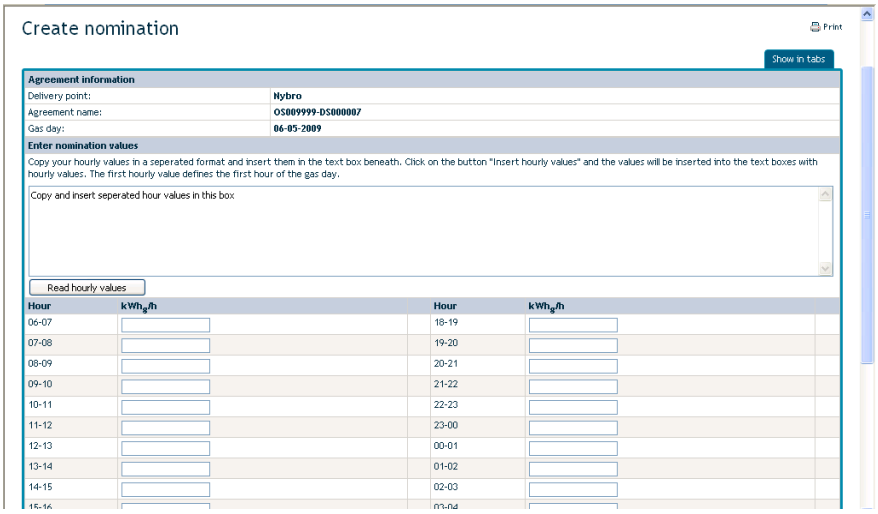
Enter or select the relevant gas day and delivery point.

Click 'Next'.




Enter counterpart shipper code in the 'Counterpart shipper code' field.

Click 'Next'.

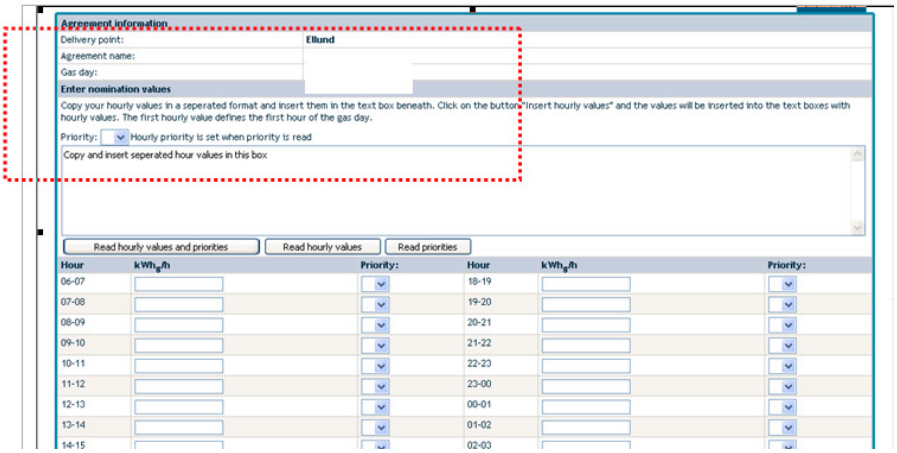

Create nomination
Print
Show in tabs
Agreement information
Delivery point: Nybro
Agreement name: OS009999-DS000007
Gas day: 06-05-2009
Enter nomination values
Copy your hourly values in a seperated format and insert them in the text box beneath. Click on the button "Insert hourly values" and the values will be inserted into the text boxes with hourly values. The first hourly value defines the first hour of the gas day.
Copy and insert seperated hour values in this box
Read hourly values
Hour kWh/h Hour kWh/h
06-07 18-19
07-08 19-20
08-09 20-21
09-10 21-22
10-11 22-23
11-12 23-00
12-13 00-01
13-14 01-02
14-15 02-03

Enter the hourly nomination values in each of the 24 fields. The f ues must alway tive

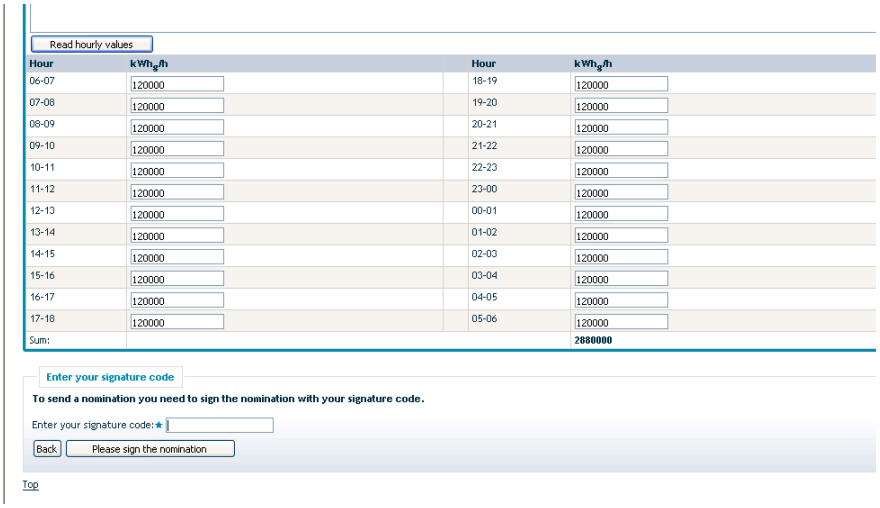
Formateret: Ikke Fremhævning

Alternatively, 24 values separated by semicolons [;] can be inserted in the field 'Copy and insert separated hourly values in this box' and click 'Read hourly values'.

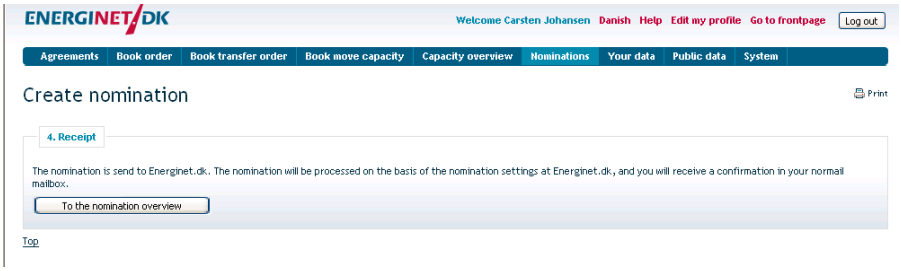
Example, insert 24 values: 10000;10000;10000….;…;10000




If priority can be entered for the selected delivery point, it will appear from here. Select a priority for all hours, enter the priority by clicking 'Read priorities' or 'Read hourly values and priorities' and adjust priorities for the individual hour.




Sign the nomination by entering your signature code and click 'Please sign the nomination'.




The screen to the left shows the receipt for the submitted nomination.

Return to the nomination overview by clicking 'To the nomination overview'.

## 4.3 Nomination overview

This overview shows the nomination agreements you have made (or used) at the various nomination points in the transmission system. The customer is not requested to book nomination agreements prior to use at the points where a shipper has used shipper code pairs. The overview shows the previously used nomination points. The agreements booked for the gas day are shown in the case of nominations relating to the consumer portfolios booked for minimum one month.

In the nomination overview per point you can see the direction of the nomination by way of positive values. Positive values signify entry into the transmission system and negative values signify the transmission system.

**Slettet:** New!

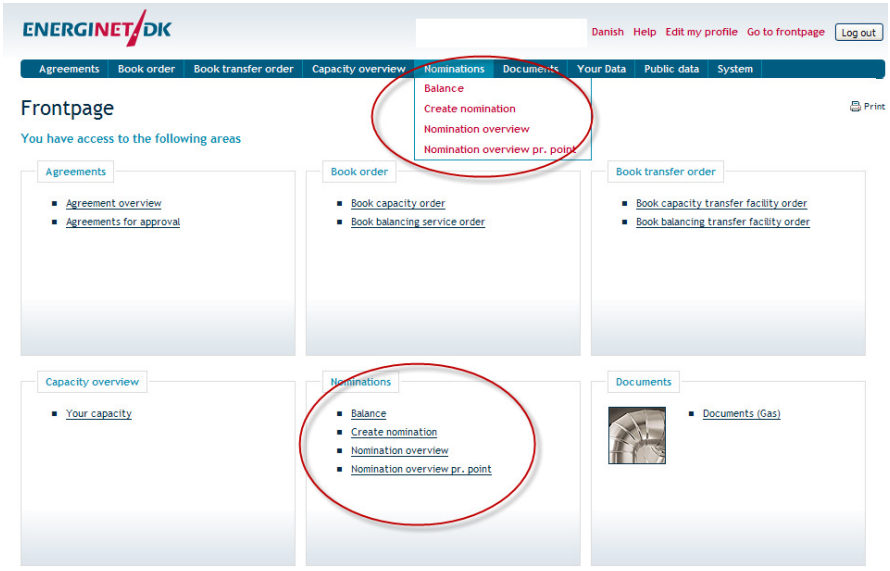
**Formateret:** Ikke Fremhævning

Please note that you can only nominate entry from the nomination overview

**Slettet:** New!

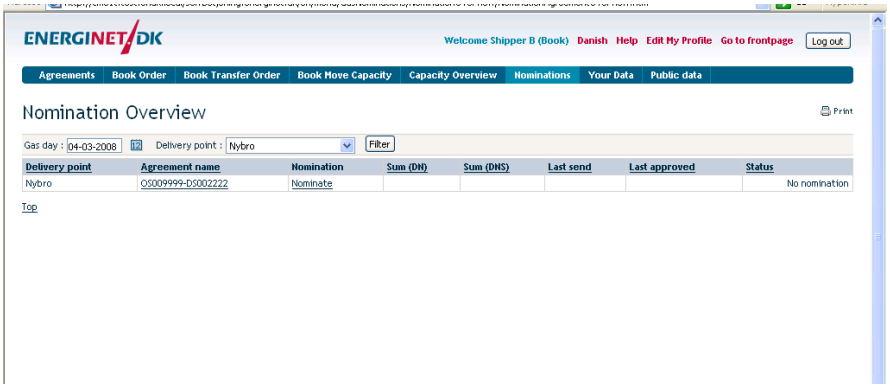
**Formateret:** Ikke Fremhævning

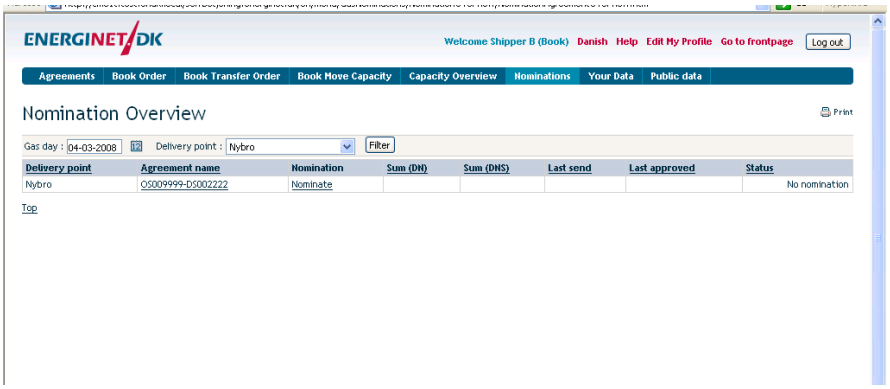
Select 'Nominat
view' in the menu or via the menu bar.




You can filter the overview data by two parameters:

1) Gas day. The selected gas day shows the minimum number of nomination points that can be used for the gas day.
2) Delivery point. The selected delivery point shows the nomination agreements that have been booked or used.

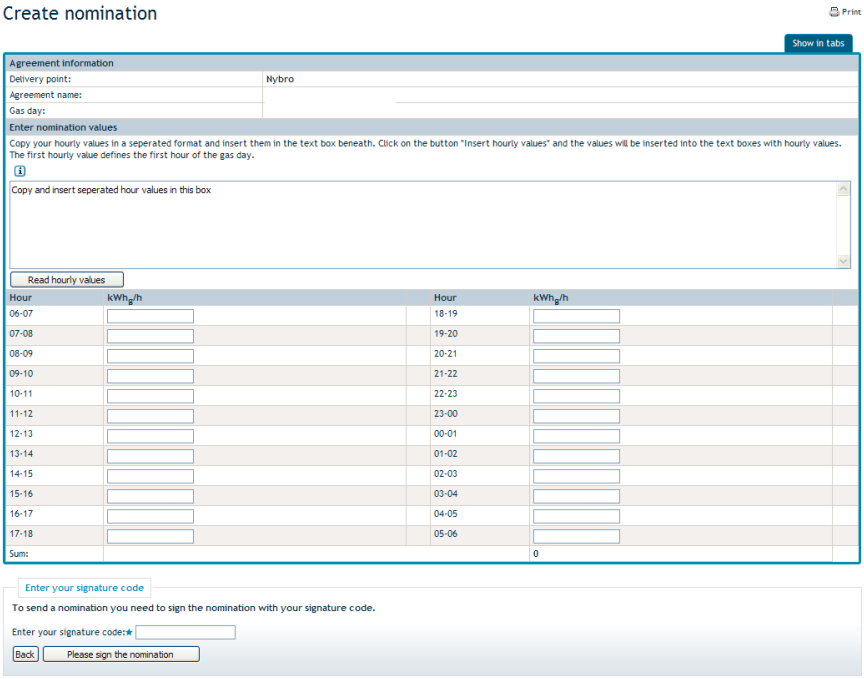



ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Nomination Overview
Print
Gas day : 04-03-2008
Delivery point : Nybro
Filter
Delivery point Agreement name Nomination Sum (DN) Sum (DNS) Last send Last approved Status
Nybro QS009999-DS002222 Nominate No nomination
Top

Select gas day by entering the date or selecting the relevant gas day via the calendar icon.

Select the delivery point from the drop-down menu.

Next click 'Filter'.


Create nomination
Print
Show in tabs
Agreement information
Delivery point: Nybro
Agreement name:
Gas day:
Enter nomination values
Copy your hourly values in a seperated format and insert them in the text box beneath. Click on the button "Insert hourly values" and the values will be inserted into the text boxes with hourly values. The first hourly value defines the first hour of the gas day.
Copy and insert seperated hour values in this box
Read hourly values
Hour kWh/h Hour kWh/h
06-07 18-19
07-08 19-20
08-09 20-21
09-10 21-22
10-11 22-23
11-12 23-00
12-13 00-01
13-14 01-02
14-15 02-03
15-16 03-04
16-17 04-05
17-18 05-06
Sum: 0
Enter your signature code
To send a nomination you need to sign the nomination with your signature code.
Enter your signature code:*
Back
Please sign the nomination

You can click 'Nominate' for each nomination agreement. The link allows you to enter and submit a nomination for the selected delivery point and gas day.

Enter the hourly nomination values in each of the 24 fields. The h ues must alway tive

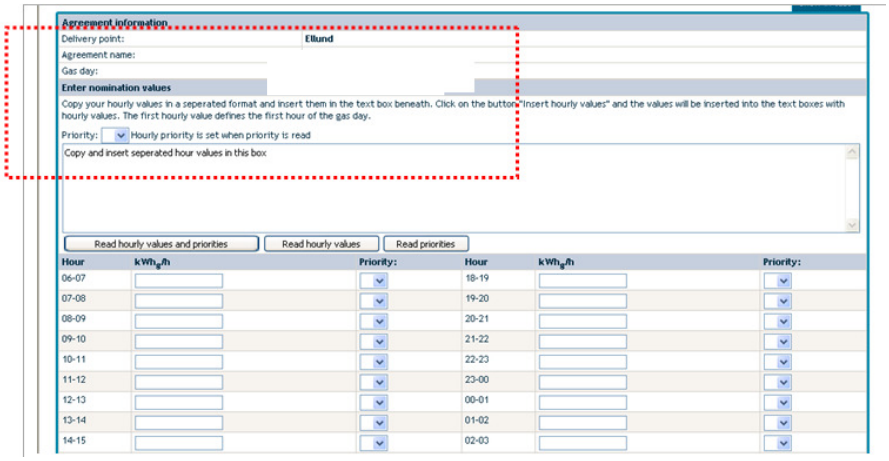
You can only no entry from the overview. If you wish to nominate exit, you must use the function 'Create nomination'

Alternatively, 24 values separated by semicolons [;] can be inserted in the field 'Copy and insert separated hourly values in this box' and click 'Read hourly values'.

Example, insert 24 values: 10000;10000;10000….;…;10000

**Formateret:** Ikke Fremhævning

**Formateret:** Ikke Fremhævning




If priority is allowed to be entered for the selected delivery point, it will appear from here. Select a priority for all hours, enter the priority by clicking 'Read priorities' or 'Read hourly values and priorities' and adjust priorities for the individual hour.

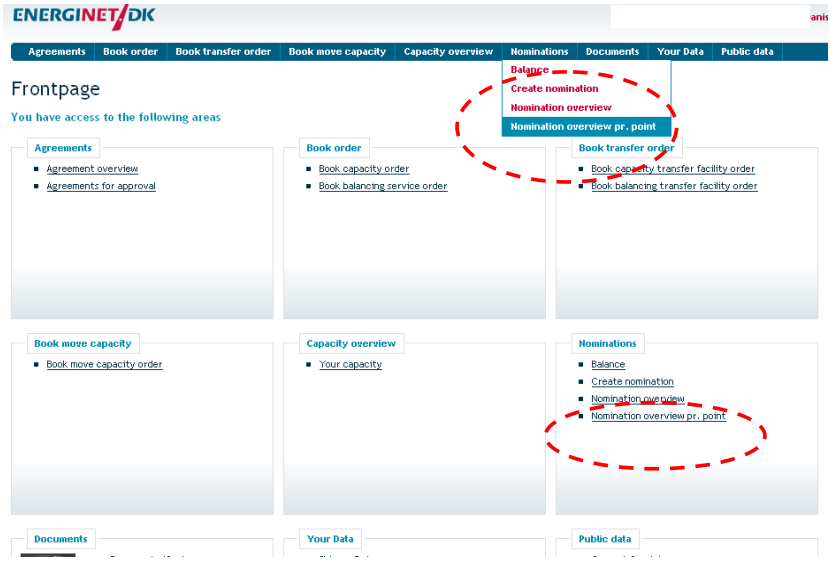
## 4.4 Nomination overview per point

This overview shows the hourly nomination values for the nomination agreements you have used for a given gas day. If indicated, the priority for each hourly value is also shown.

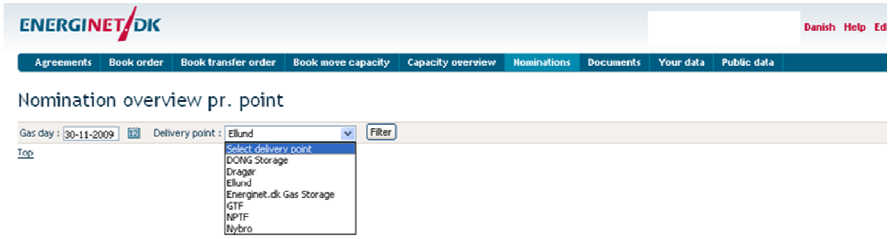
In the nomination overview per point you can see the direction of the nomination by way of positiv negative values. Positive values signify entry into the transmission system and negative values sig exit out of the transmission system.

**Slettet:** New!

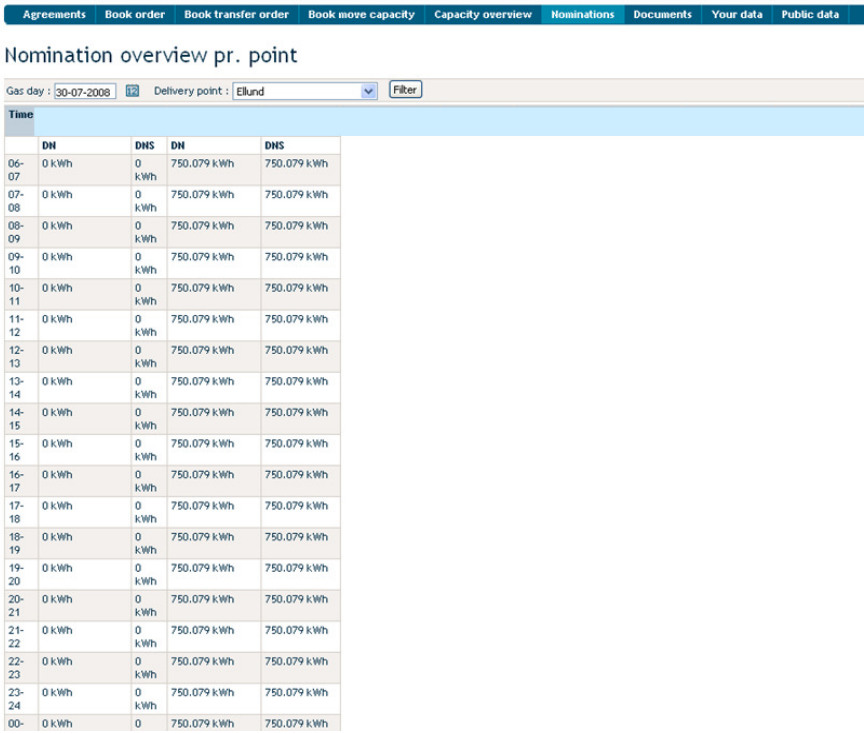
**Formateret:** Ikke Fremhævning




Select 'Nomination overview per point' in the menu or via the menu bar.




Enter the relevant gas day or select delivery point from the drop-down menu.


Agreements Book order Book transfer order Book move capacity Capacity overview Nominations Documents Your data Public data
Nomination overview pr. point
Gas day : 30-07-2008
Delivery point : Ellund
Filter
Time

| | DN | DNS | DN | DNS |
|---|---|---|---|---|
| 06-07 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 07-08 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 08-09 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 09-10 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 10-11 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 11-12 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 12-13 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 13-14 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 14-15 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 15-16 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 16-17 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 17-18 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 18-19 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 19-20 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 20-21 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 21-22 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 22-23 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 23-24 | 0 kWh | 0 kWh | 750.079 kWh | 750.079 kWh |
| 00- | 0 kWh | 0 | 750.079 kWh | 750.079 kWh |

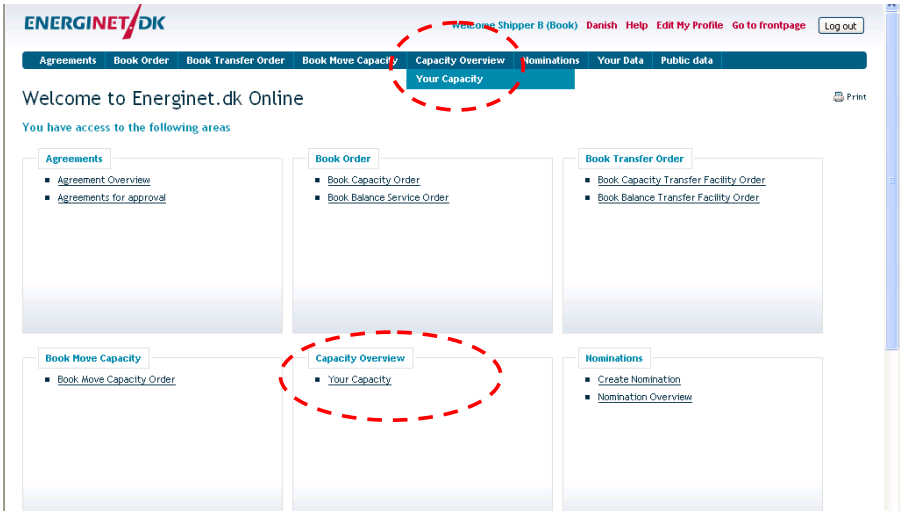
Your nomination agreements for the given delivery point (in both directions) are shown with an hourly value for the submitted nomination (DN) and an hourly value for the approved nomination.

Positive values signify entry into the transmission system. Negative values signify exit out of the transmission system.

**Formateret:** Ikke Fremhævning

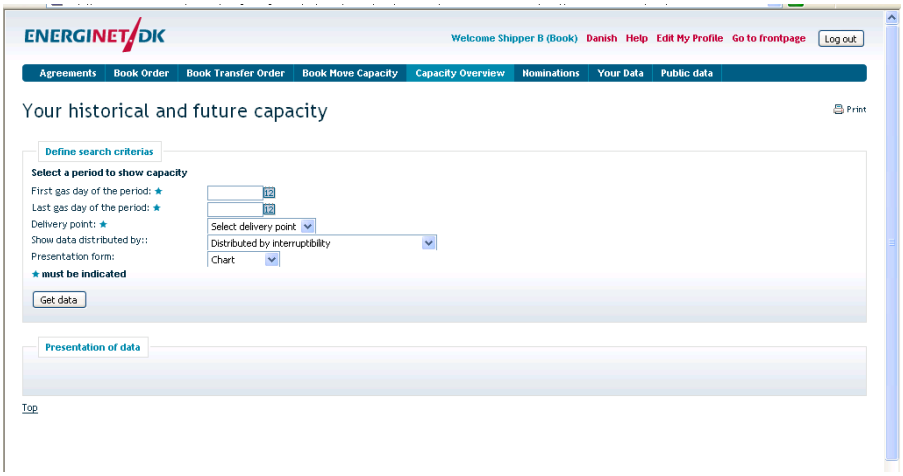
# 5. Capacity overview

## 5.1 Your capacity




Using the feature 'Your capacity' you get either a graphic display or a table of your capacities.

Choose the menu item by clicking the principal menu item 'Capacity overview'. Click 'Your capacity' once.

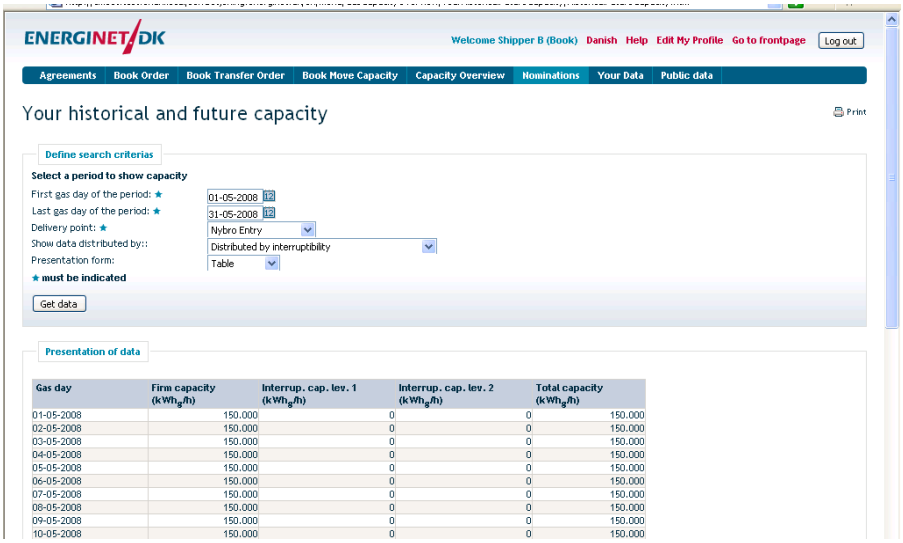

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Your historical and future capacity
Print
Define search criterias
Select a period to show capacity
First gas day of the period: *
Last gas day of the period: *
Delivery point: *
Select delivery point
Show data distributed by::
Distributed by interruptibility
Presentation form:
Chart
* must be indicated
Get data
Presentation of data
Top

You choose the appropriate period for the display of your capacity by entering the first and last gas day of the period in question.

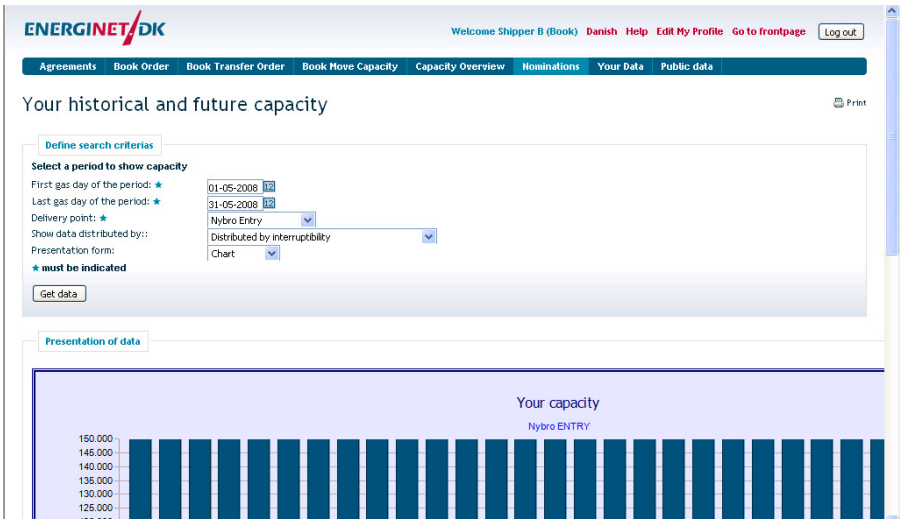
Select the delivery point via the drop-down menu.

In the field 'Show data distributed by' select either 'Distributed by interruptibility', 'Distributed by product type' or 'Distributed by interruptibility and product type'. This view displays the summed capacity as the smallest unit corresponding to your choice.

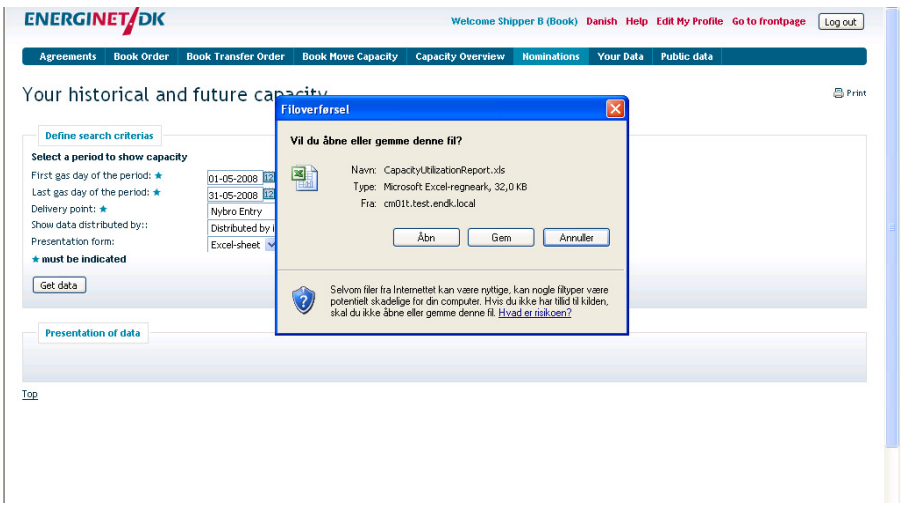
In the field 'Display' choose either graph, spreadsheet or table.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Your historical and future capacity
Print
Define search criterias
Select a period to show capacity
First gas day of the period: ★ 01-05-2008
Last gas day of the period: ★ 31-05-2008
Delivery point: ★ Nybro Entry
Show data distributed by:: Distributed by interruptibility
Presentation form: Table
★ must be indicated
Get data
Presentation of data
Gas day | Firm capacity (kWh/h) | Interrup. cap. lev. 1 (kWh/h) | Interrup. cap. lev. 2 (kWh/h) | Total capacity (kWh/h)
01-05-2008 150.000 0 0 150.000
02-05-2008 150.000 0 0 150.000
03-05-2008 150.000 0 0 150.000
04-05-2008 150.000 0 0 150.000
05-05-2008 150.000 0 0 150.000
06-05-2008 150.000 0 0 150.000
07-05-2008 150.000 0 0 150.000
08-05-2008 150.000 0 0 150.000
09-05-2008 150.000 0 0 150.000
10-05-2008 150.000 0 0 150.000

The system can show three different formats:
Graph, Excel spreadsheet or table.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Your historical and future capacity
Print
Define search criterias
Select a period to show capacity
First gas day of the period: ★ 01-05-2008
Last gas day of the period: ★ 31-05-2008
Delivery point: ★ Nybro Entry
Show data distributed by:: Distributed by interruptibility
Presentation form: Chart
★ must be indicated
Get data
Presentation of data
Your capacity
Nybro ENTRY
150.000
145.000
140.000
135.000
130.000
125.000

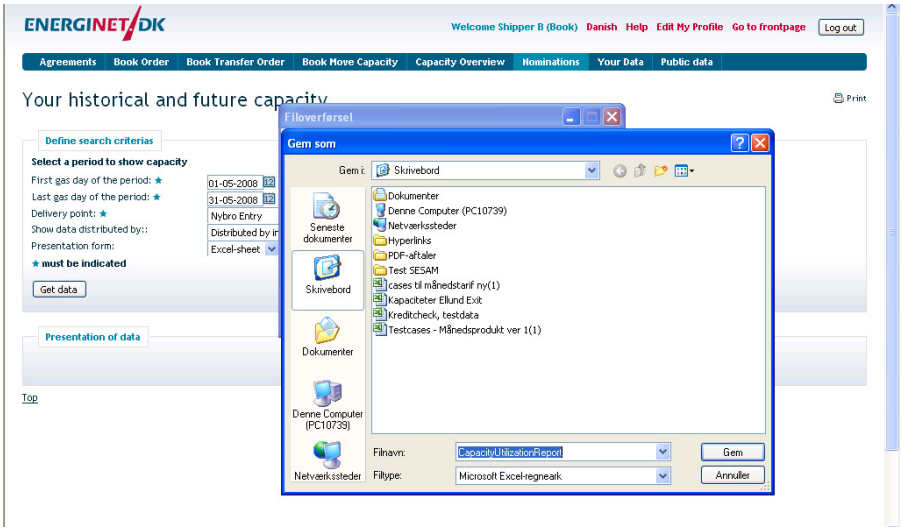
Note: Only capacity data for the next or the previous 6 months can be retrieved.


ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Your historical and future capacity
Print
Define search criterias
Select a period to show capacity
First gas day of the period: ★ 01-05-2008
Last gas day of the period: ★ 31-05-2008
Delivery point: ★ Nybro Entry
Show data distributed by:: Distributed by i
Presentation form: Excel-sheet
★ must be indicated
Get data
Presentation of data
Top
Filoverførsel
Vil du åbne eller gemme denne fil?
Navn: CapacityUtilizationReport.xls
Type: Microsoft Excel-regneark, 32,0 KB
Fra: cm01t.test.endk.local
Åbn
Gem
Annuller
Selvom filer fra Internettet kan være nyttige, kan nogle filtyper være potentielt skadelige for din computer. Hvis du ikke har tillid til kilden, skal du ikke åbne eller gemme denne fil. Hvad er risikoen?

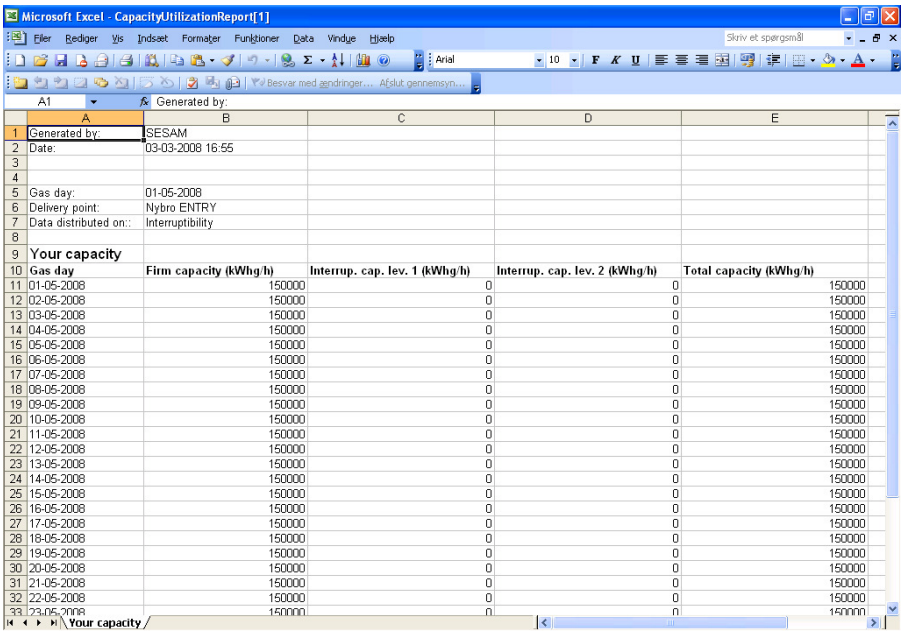
Choosing to view the capacity in a spreadsheet results in the following pop-up message.

Choose 'Open' to open and display the spreadsheet, see below.

Select Save to enter a path for the location of the file. The file is then saved as requested.




Choose the location and click 'Save'

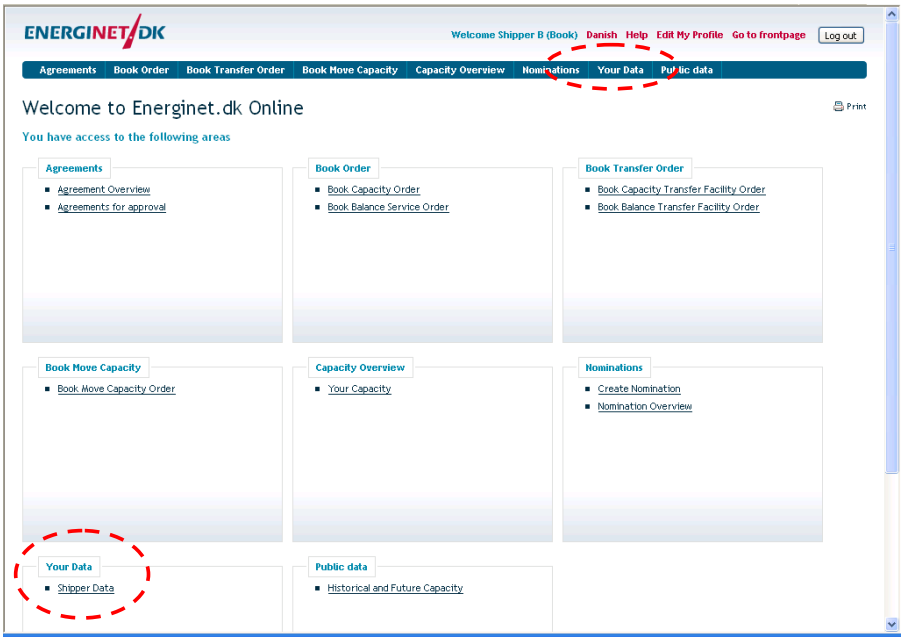



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Generated by: | SESAM | | | |
| 2 | Date: | 03-03-2008 16:55 | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | Gas day: | 01-05-2008 | | | |
| 6 | Delivery point: | Nybro ENTRY | | | |
| 7 | Data distributed on:: | Interruptibility | | | |
| 8 | | | | | |
| 9 | Your capacity | | | | |
| 10 | **Gas day** | **Firm capacity (kWhg/h)** | **Interrup. cap. lev. 1 (kWhg/h)** | **Interrup. cap. lev. 2 (kWhg/h)** | **Total capacity (kWhg/h)** |
| 11 | 01-05-2008 | 150000 | 0 | 0 | 150000 |
| 12 | 02-05-2008 | 150000 | 0 | 0 | 150000 |
| 13 | 03-05-2008 | 150000 | 0 | 0 | 150000 |
| 14 | 04-05-2008 | 150000 | 0 | 0 | 150000 |
| 15 | 05-05-2008 | 150000 | 0 | 0 | 150000 |
| 16 | 06-05-2008 | 150000 | 0 | 0 | 150000 |
| 17 | 07-05-2008 | 150000 | 0 | 0 | 150000 |
| 18 | 08-05-2008 | 150000 | 0 | 0 | 150000 |
| 19 | 09-05-2008 | 150000 | 0 | 0 | 150000 |
| 20 | 10-05-2008 | 150000 | 0 | 0 | 150000 |
| 21 | 11-05-2008 | 150000 | 0 | 0 | 150000 |
| 22 | 12-05-2008 | 150000 | 0 | 0 | 150000 |
| 23 | 13-05-2008 | 150000 | 0 | 0 | 150000 |
| 24 | 14-05-2008 | 150000 | 0 | 0 | 150000 |
| 25 | 15-05-2008 | 150000 | 0 | 0 | 150000 |
| 26 | 16-05-2008 | 150000 | 0 | 0 | 150000 |
| 27 | 17-05-2008 | 150000 | 0 | 0 | 150000 |
| 28 | 18-05-2008 | 150000 | 0 | 0 | 150000 |
| 29 | 19-05-2008 | 150000 | 0 | 0 | 150000 |
| 30 | 20-05-2008 | 150000 | 0 | 0 | 150000 |
| 31 | 21-05-2008 | 150000 | 0 | 0 | 150000 |
| 32 | 22-05-2008 | 150000 | 0 | 0 | 150000 |
| 33 | 23-05-2008 | 150000 | 0 | 0 | 150000 |

The screen image on the left shows the contents of the spreadsheet generated via 'Your capacity'.

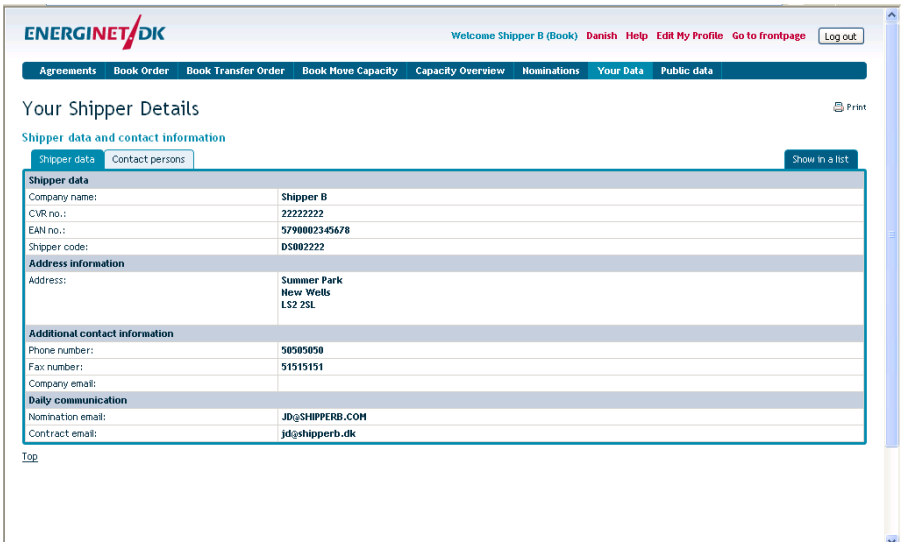
# 6. Your data

## 6.1 Shipper details



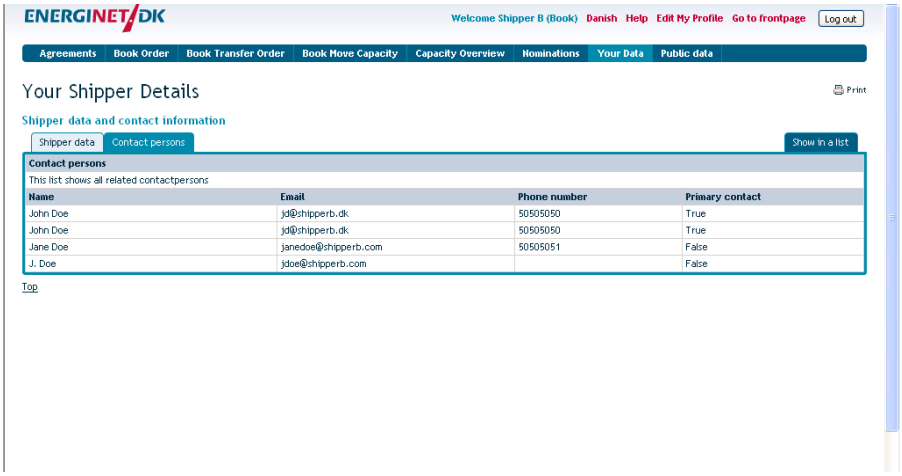

The menu item 'Your data' contains the item 'Shipper data', which displays the master data registered by Energinet.dk in relation to you in your capacity of shipper.

Click the menu item once.




This display contains two tabs.

Master data relating to you as shipper are registered here. You cannot edit this data yourself via the portal.

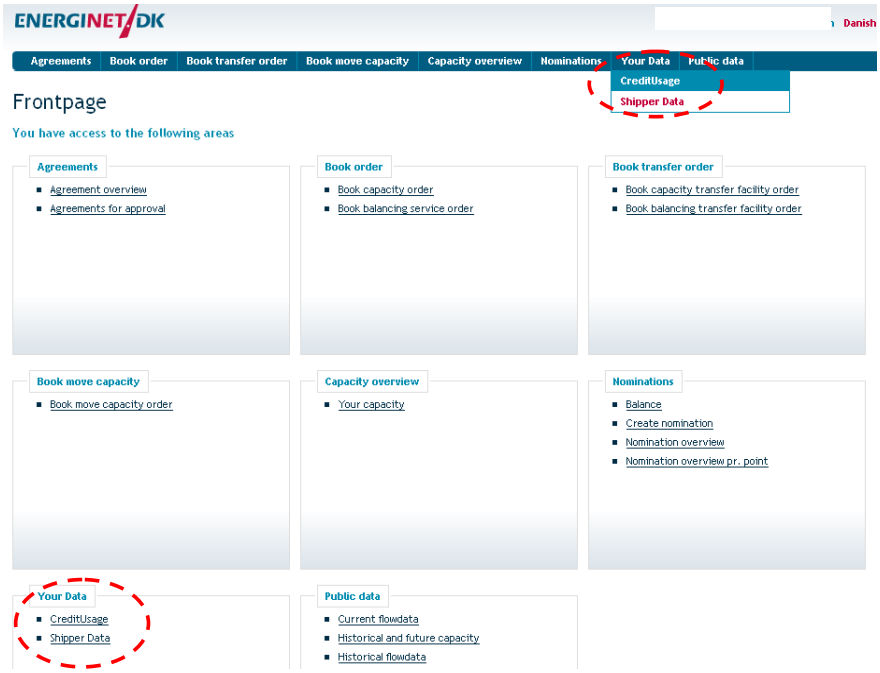

ENERGINET.DK
Welcome Shipper B (Book) Danish Help Edit My Profile Go to frontpage Log out
Agreements Book Order Book Transfer Order Book Move Capacity Capacity Overview Nominations Your Data Public data
Your Shipper Details
Print
Shipper data and contact information
Shipper data Contact persons
Show in a list
Contact persons
This list shows all related contactpersons
Name Email Phone number Primary contact
John Doe jd@shipperb.dk 50505050 True
John Doe jd@shipperb.dk 50505050 True
Jane Doe janedoe@shipperb.com 50505051 False
J. Doe jdoe@shipperb.com False
Top

The tab 'Contact persons' displays all the contact persons created in relation to a given shipper. You can edit this contact information yourself via the portal.

The principal contact is indicated by the note 'True' in the column 'Principal contact'.

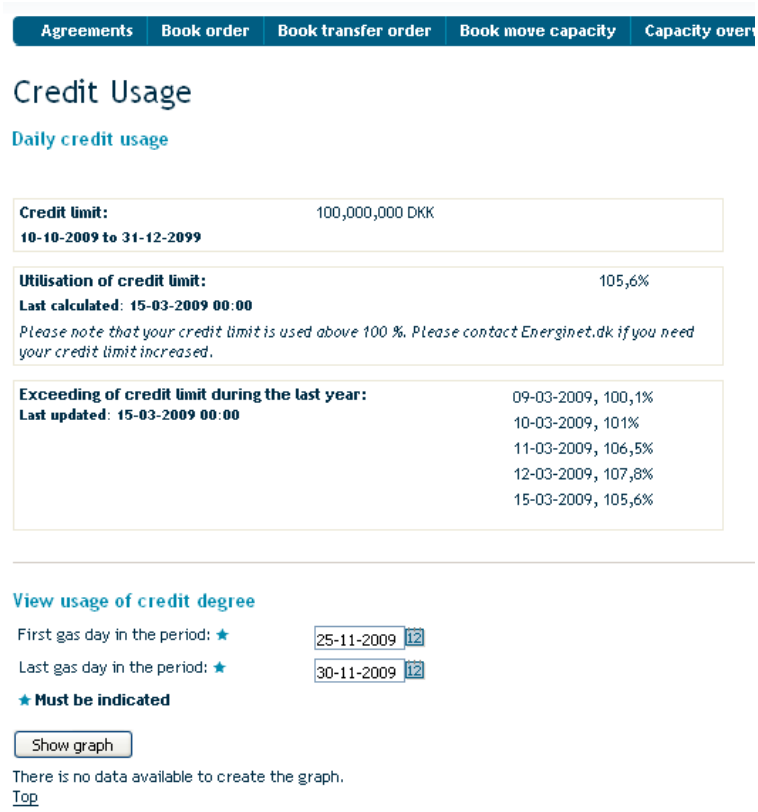
You can create new contact persons when creating agreements.

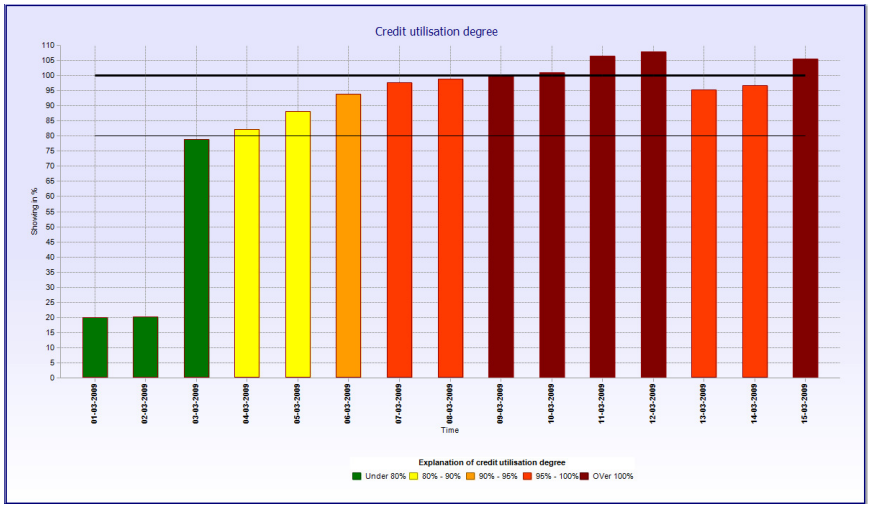
## 6.2 Credit usage




You find 'Credit usage' under the menu item 'Your data'. Here you can see your aggregate credit withdrawals last year.

Click the menu item once.




Your credit utilisation is indicated as a percentage of the credit limit for the gas day last calculated.

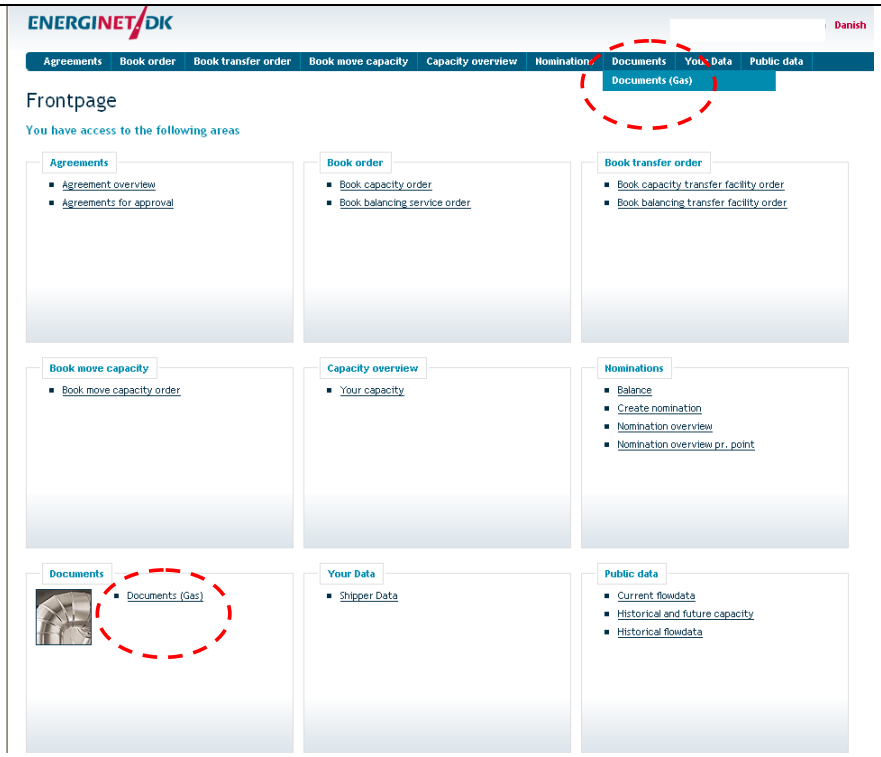
Your credit utilisation is accompanied with a text in case they exceed 80%, for instance:
*'You have exceeded your credit limit. Please contact Energinet.dk.'*
*or*
*'Your credit limit has now been used up to 90%. Please contact Energinet.dk if you want to extend your credit limit.'*

If you exceeded your credit limit last year, this is indicated with dates and percentage under the item: 'Credit limit exceeded last year.'

Under the menu item 'View credit utilisation degree' you can select a start and end date for a graphic presentation of the use of the credit limit. Subsequently click 'Show graph'.

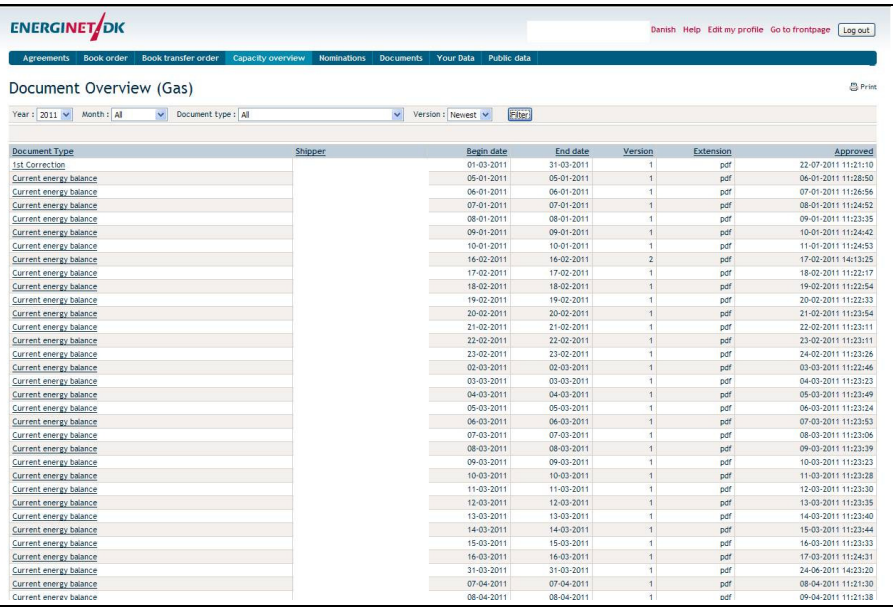
The following graph of the use of the credit limit is now presented.

# 7. Documents




Under the menu item 'Documents' you find 'Documents (Gas)'. Here you can see your documents relating to billing and energy balance accounts.

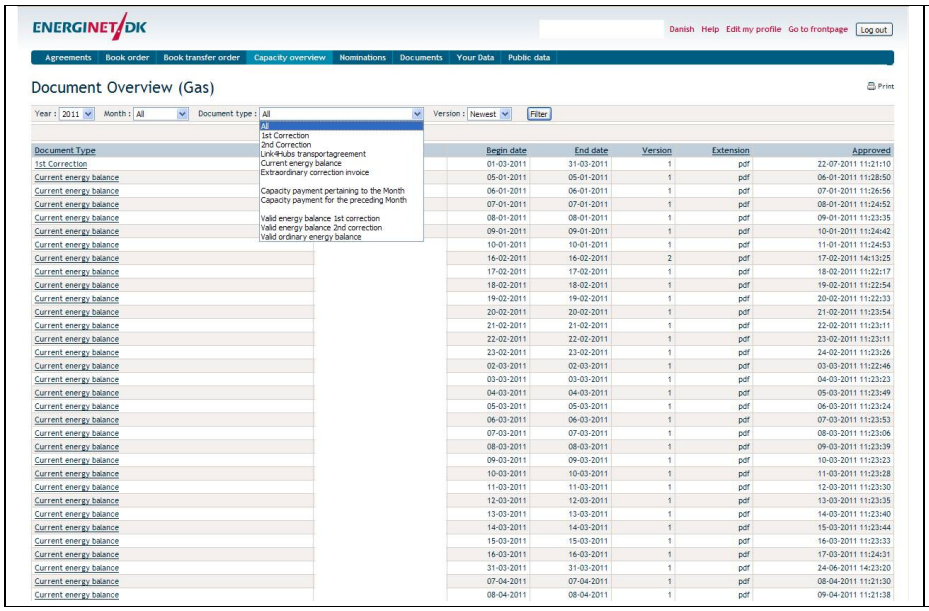
Click the menu item once.



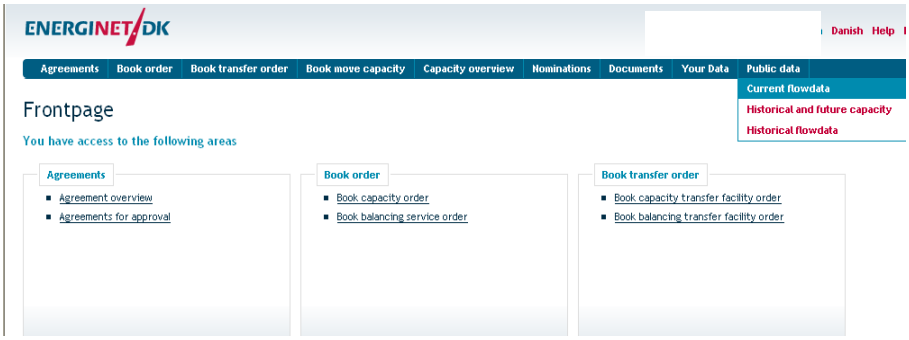

Here you can select the documents you would like to see via the search criteria 'Year', 'Month', 'Document type' and 'Version'.

All criteria are selected via drop-down menus.

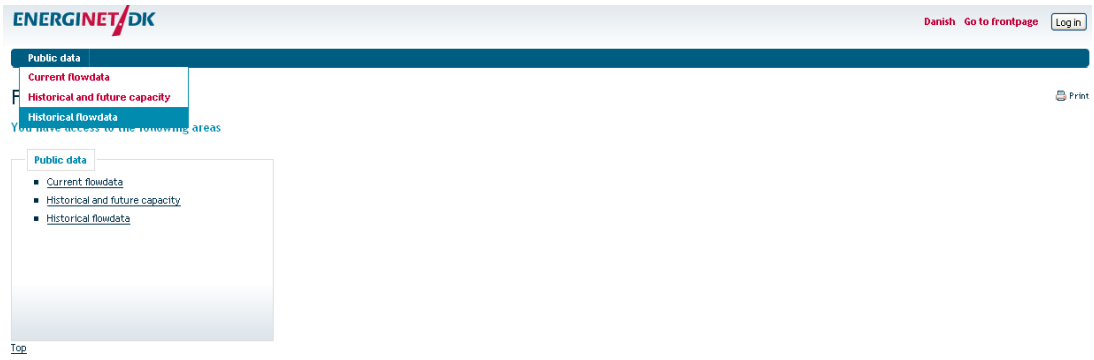
Click 'Filter' to retrieve the relevant documents.


ENERGINET.DK
Danish Help Edit my profile Go to frontpage Log out
Agreements Book order Book transfer order Capacity overview Nominations Documents Your Data Public data
Document Overview (Gas)
Print
Year : 2011 Month : All Document type : All Version : Newest Filter
All
1st Correction
2nd Correction
Link4Ubs transportagreement
Current energy balance
Extraordinary correction invoice
Capacity payment pertaining to the Month
Capacity payment for the preceding Month
Valid energy balance 1st correction
Valid energy balance 2nd correction
Valid ordinary energy balance
Document Type Begin date End date Version Extension Approved
1st Correction 01-03-2011 31-03-2011 1 pdf 22-07-2011 11:21:10
Current energy balance 05-01-2011 05-01-2011 1 pdf 06-01-2011 11:28:50
Current energy balance 06-01-2011 06-01-2011 1 pdf 07-01-2011 11:26:56
Current energy balance 07-01-2011 07-01-2011 1 pdf 08-01-2011 11:24:52
Current energy balance 08-01-2011 08-01-2011 1 pdf 09-01-2011 11:23:35
Current energy balance 09-01-2011 09-01-2011 1 pdf 10-01-2011 11:24:42
Current energy balance 10-01-2011 10-01-2011 1 pdf 11-01-2011 11:24:53
Current energy balance 16-02-2011 16-02-2011 2 pdf 17-02-2011 14:13:25
Current energy balance 17-02-2011 17-02-2011 1 pdf 18-02-2011 11:22:17
Current energy balance 18-02-2011 18-02-2011 1 pdf 19-02-2011 11:22:54
Current energy balance 19-02-2011 19-02-2011 1 pdf 20-02-2011 11:22:33
Current energy balance 20-02-2011 20-02-2011 1 pdf 21-02-2011 11:23:54
Current energy balance 21-02-2011 21-02-2011 1 pdf 22-02-2011 11:23:11
Current energy balance 22-02-2011 22-02-2011 1 pdf 23-02-2011 11:23:11
Current energy balance 23-02-2011 23-02-2011 1 pdf 24-02-2011 11:23:26
Current energy balance 02-03-2011 02-03-2011 1 pdf 03-03-2011 11:22:46
Current energy balance 03-03-2011 03-03-2011 1 pdf 04-03-2011 11:23:23
Current energy balance 04-03-2011 04-03-2011 1 pdf 05-03-2011 11:23:49
Current energy balance 05-03-2011 05-03-2011 1 pdf 06-03-2011 11:23:24
Current energy balance 06-03-2011 06-03-2011 1 pdf 07-03-2011 11:23:53
Current energy balance 07-03-2011 07-03-2011 1 pdf 08-03-2011 11:23:06
Current energy balance 08-03-2011 08-03-2011 1 pdf 09-03-2011 11:23:39
Current energy balance 09-03-2011 09-03-2011 1 pdf 10-03-2011 11:23:23
Current energy balance 10-03-2011 10-03-2011 1 pdf 11-03-2011 11:23:28
Current energy balance 11-03-2011 11-03-2011 1 pdf 12-03-2011 11:23:30
Current energy balance 12-03-2011 12-03-2011 1 pdf 13-03-2011 11:23:35
Current energy balance 13-03-2011 13-03-2011 1 pdf 14-03-2011 11:23:40
Current energy balance 14-03-2011 14-03-2011 1 pdf 15-03-2011 11:23:44
Current energy balance 15-03-2011 15-03-2011 1 pdf 16-03-2011 11:23:33
Current energy balance 16-03-2011 16-03-2011 1 pdf 17-03-2011 11:24:31
Current energy balance 31-03-2011 31-03-2011 1 pdf 24-06-2011 14:23:20
Current energy balance 07-04-2011 07-04-2011 1 pdf 08-04-2011 11:21:30
Current energy balance 08-04-2011 08-04-2011 1 pdf 09-04-2011 11:21:38

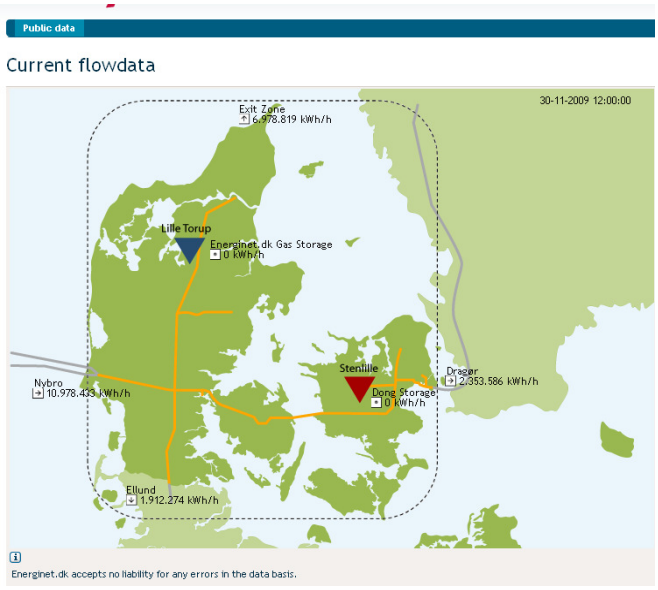
# 8. Public data




Public data can be reached in two ways. If you are logged in, the menu item is seen as presented above; otherwise it is seen as presented below.




## 8.1 Current flowdata




Current flowdata shows the current flows into and out of the transmission system. A time when the data was retrieved is indicated. Data is retrieved once an hour.

The arrows indicate whether there is a flow into or out of the transmission system.
Nybro: Arrow pointing to the right shows a flow into the system.
Ellund: Arrow pointing down shows a flow out of the system.
Dragør: Arrow pointing to the right shows a flow out of the system.
Lille Torup: Arrow pointing to the right shows a flow out of the storage facility.
Stenlille: Arrow pointing to the right shows a flow out of the storage facility.
In case no data has been retrieved from a certain point, 'No data' is indicated.
A dot indicates a '0' flow.
Note: The data shown is test data.

## 8.2 Historical flowdata

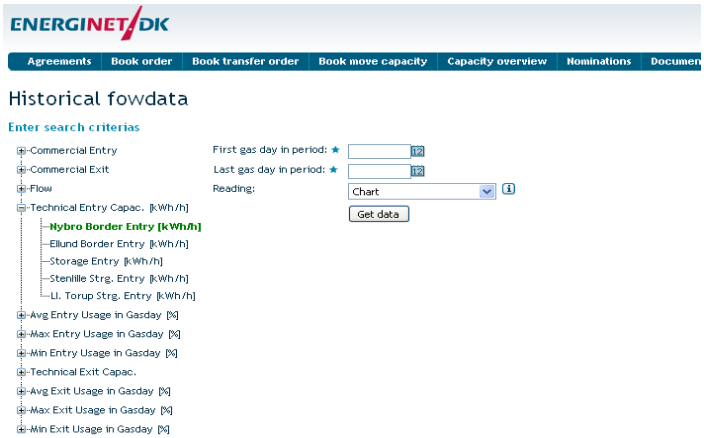
'Historical flowdata' is found under the menu item 'Public data'. You can choose to have the relevant values presented in a graph or have them sent to you in an Excel file.

The following comments relate to the views:
Data in Excel spreadsheets and graphs is always indicated per hour. However, graphs are shown with one average hourly value per gas day if the relevant period is longer than 2 months.

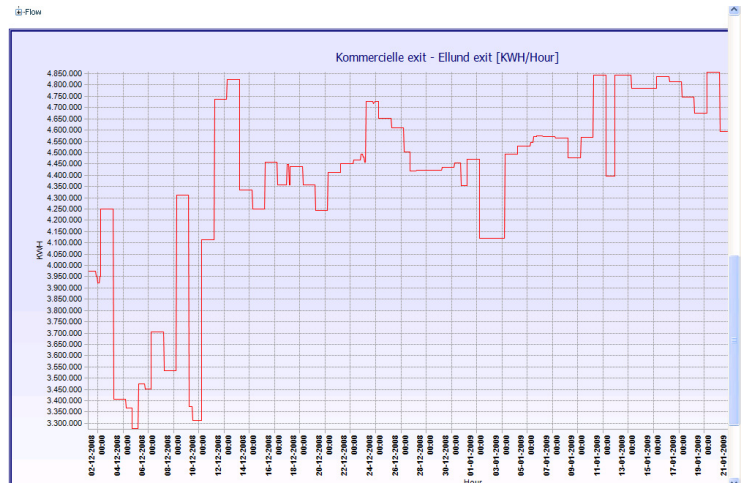
The physical flow in the graph is indicated with signs. Positive values indicate flows into the transmission system, whereas negative values indicate flows out of the system. The physical flow in the Excel spreadsheet is indicated with positive values at Entry and Exit.

Especially for the storage points: Storage Entry means volumes of gas into the transmission system, and Storage Exit means volumes of gas out of the transmission system.

The different types of operational data can be selected from a tree structure. The delivery points are one level lower. The plus sign expands the tree structure and the minus sign collapses it.



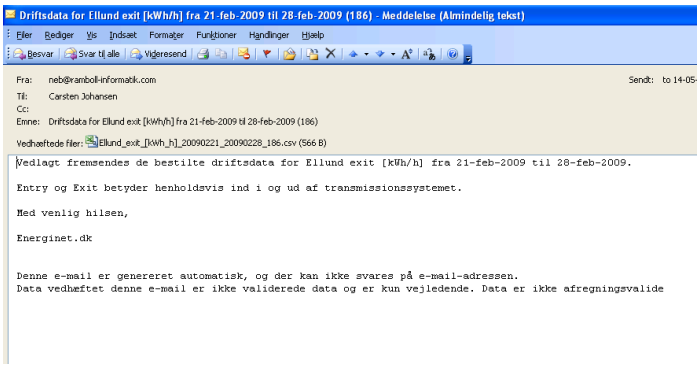

Select the relevant item by clicking it once. The text is now highlighted in green.




Select the first and the last gas day for the relevant period. Data can only be retrieved for a period of not more than 3 years.

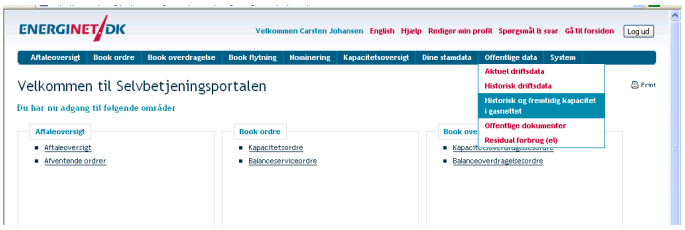
Select type of display.

Click 'Retrieve data'.

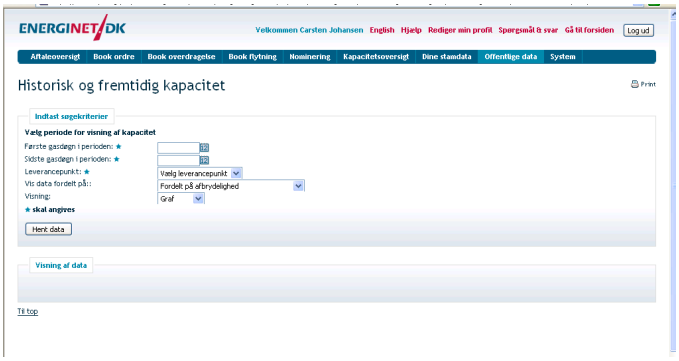

Driftsdata for Ellund exit [kWh/h] fra 21-feb-2009 til 28-feb-2009 (186) - Meddelelse (Almindelig tekst)
Fra: neb@ramboll-informatik.com
Til: Carsten Johansen
Cc:
Emne: Driftsdata for Ellund exit [kWh/h] fra 21-feb-2009 til 28-feb-2009 (186)
Vedhæftede filer: Ellund_exit_[kWh_h]_20090221_20090228_186.csv (566 B)
Vedlagt fremsendes de bestilte driftsdata for Ellund exit [kWh/h] fra 21-feb-2009 til 28-feb-2009.
Entry og Exit betyder henholdsvis ind i og ud af transmissionssystemet.
Med venlig hilsen,
Energinet.dk
Denne e-mail er genereret automatisk, og der kan ikke svares på e-mail-adressen.
Data vedhæftet denne e-mail er ikke validerede data og er kun vejledende. Data er ikke afregningsvalide

Enter the mail address you wish to receive the Excel file if you select the 'Excel spreadsheet' display.

## 8.3 Historical and future capacity




'Historical and future gas network capacity' is found under the menu item 'Public data'.



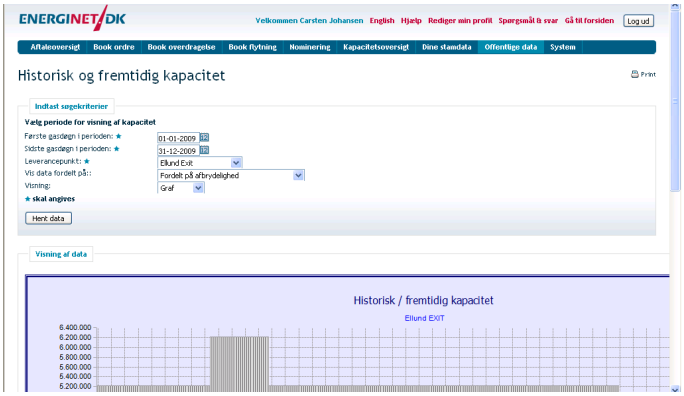

Select the first and the last gas day for the relevant period. Data can only be retrieved for a period of not more than 18 months ahead and 18 months back.

Select the relevant delivery point.

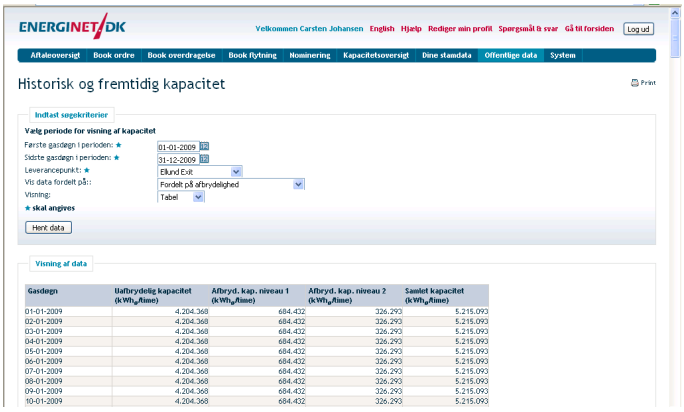
Select data display in relation to interruptibility and product type.

Select type of display: 'Excel spreadsheet', 'Table' or 'Graph'.

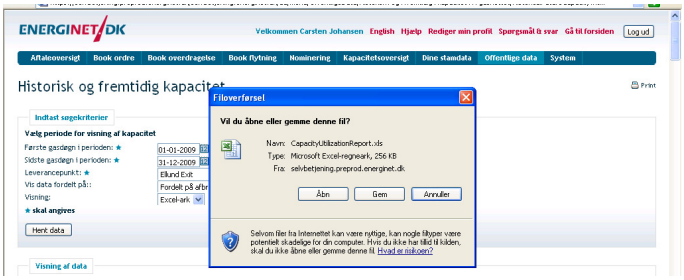
Click 'Retrieve data'.




Example of 'Graph' display.

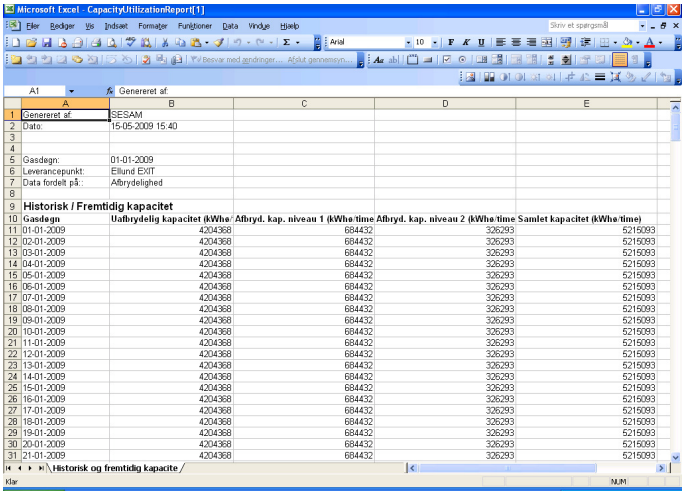



Example of 'Table' display.




Example of 'Excel spreadsheet' display.

You can open or save the spreadsheet.



Microsoft Excel - CapacityUtilizationReport[1]

Genereret af: SESAM
Dato: 15-05-2009 15:40

Gasdøgn: 01-01-2009
Leverancepunkt: Ellund EXIT
Data fordelt på: Afbrydelighed

**Historisk / Fremtidig kapacitet**

| Gasdøgn | Uafbrydelig kapacitet (kWh/time) | Afbryd. kap. niveau 1 (kWh/time | Afbryd. kap. niveau 2 (kWh/time | Samlet kapacitet (kWh/time) |
|---|---|---|---|---|
| 01-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 02-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 03-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 04-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 05-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 06-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 07-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 08-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 09-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 10-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 11-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 12-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 13-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 14-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 15-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 16-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 17-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 18-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 19-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 20-01-2009 | 4204368 | 684432 | 326293 | 5215093 |
| 21-01-2009 | 4204368 | 684432 | 326293 | 5215093 |

Historisk og fremtidig kapacite